

Business Annual Review â€™ [Company Name]

Year Reviewed

[Year]

Prepared By

[Preparer Name]

Date

[Date]

1. Highlights & Achievements

- [Major achievement or milestone]
- [Another key accomplishment]
- [Notable event or award]

2. Financial Summary

Metric	This Year	Last Year
Total Revenue	[value]	[value]
Net Profit	[value]	[value]
Expenses	[value]	[value]

3. Key Metrics

Metric	Value
Customers Served	[number]
Employee Count	[number]
Projects Completed	[number]

4. Challenges & Lessons Learned

- [Briefly describe a challenge and lesson]
- [Another challenge and insight]

5. Strategic Goals for Next Year

1. [Strategic goal #1]
2. [Strategic goal #2]
3. [Strategic goal #3]

6. Closing Statement

[Summary statement or forward-looking message.]

