

Sample - CPA Letter

Instructions:

Please keep the Original letter with you. The letter must be prepared by an independent CPA, on the accountant's company letterhead and must include the following:

Original CPA letter must be **NOTARIZED**

Copy of Accountant's professional license.

How long he/she has been reviewing the borrower's financials.

A complete description of the borrower's business that encompasses the type of business or industry, borrower's percentage of ownership and position or title held. Additionally, the types of products or services offered, a company website that supports the information provided is helpful.

A detailed explanation of year to year income variations (increase/decrease) greater than or equal to 20%

Please find the Sample Letter below:

Date,

To whom it may concern,

The purpose of this letter is to certify that I have provided accounting services for Mr. John Doe since xx/xx/xxxx.

Mr. Doe owns his primary home fee and clear located at xxxxxxxxxxxxxx City, State, Country and zip code. Mr. Does pays (use the currency of your country)xxxx.xx for Property taxes annually, pays xxx.xx of Homeowners association monthly, and xxxx.xx for Insurance annually. (If applies)

Please note: If your primary home is financed, please state that Mr. Does has a mortgage with balance of xxx.xxx.xx and xxx.xx monthly.

Moreover, I confirm that Mr. Doe, identified with ID# 888-99-0000 issued in Miami, FL, is president and General Manager of Disney World, LLC since xx/xx/xxxx and holds a 100% stake in the company.

Disney World is a company that was established in xx/xx/xxxx and is dedicated to family entertainment. The company currently owns four theme parks, all located in Central Florida and derive earnings from the sales of park admissions, food, proprietary merchandise and photography. The company has experienced enormous growth over the past 20 years due to its popularity with kids and families as well as its reputation for superior service.

In his role, Mr. Doe receives anual income and the summary of his personal income for the last two years and year-to-date, is detailed below:

Year	Annual Income
2018	\$50,000,000
2019	\$60,000,000
Year-to-date 2020	\$20,000,000

It is my hope that this information is clear and satisfies the requirements of the bank for the intended purpose. Should you have additional questions or concerns, please feel free to contact me at your convenience.

Cordially,

Jorge Washington - CPA Professional license #123456

Imagination Accounting

3456 SW 78 ST. Miami, FL 33131

Tel 800-123-456- www.imaginationcpa.com

Email: jwcpa@anyemail.com