

SAMPLE CPA LETTER

CPA LETTER HEAD

Date

To Whom It May Concern:

This letter certifies that I have been preparing (or I have reviewed) the Federal tax returns for _____ since _____, _____. To my knowledge, _____ has been operating the business known as _____ since _____, _____.

Mr/Mrs/Ms _____ owns _____ % of this business.

Sincerely,

CPA or enrolled agent name
License or IRS #