**Dear xxx**

**I was appointed as the Accountant for (name of the company) in July 2010.**

**I have known [client's name] from the date my  appointment for (co name).**

**In that time, I have found her to be of a good character and a fit and proper person to work.**

**I may be contacted during business hours on [daytime telephone number].**

**Yours sincerely**