

SAMPLE ACCOUNTANT/CPA INCOME REFERENCE LETTER

Must be prepared on accountant business letterhead

Date

TO WHOM IT MAY CONCERN

RE: (Borrower's Name / Company Name)

Dear Sirs,

This letter is to confirm that (Borrower's Name) is the (Title) of (Company Name). He/she owns _____% of the company. The Company is in the business of _____ or provides _____ services.

The (Borrower's name) position is _____ since (Date)).

In 2013, (Borrower's Name(s)) income was \$ _____ U.S. Dollars.

In 2014, (Borrower's Name(s)) income was \$ _____ U.S. Dollars.

The 2015 year-to-date income for (Borrower's Name(s)) was
\$ _____ U.S. Dollars.

If there is any other information you need please feel free to call upon me.

Truly yours,
BUSINESS NAME

(Signature)

Personal Name

Title

Phone

Email address

Address