(Insert Date Here)

CPA Firm Name

Address | City, ST Zip Code

Lender Name

Address | City, ST Zip Code

To whom it may concern:

I have prepared or reviewed the personal and business tax returns for John Homeowner for the past (Blank) years. (Homeowner Name) is the (Insert Title) of (Insert Company Name) which began operations in (Insert Year) and owns ( )% of the business. A review of (Homeowner Name) (Insert Year) taxes, the most recent year filed, shows (Company Name) operated at a ( ).( )% expense factor.

Sincerely,

(CPA Name), CPA

Must be signed and dated, on letterhead showing address, phone and license numbers.