

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[CPA Name]

[Accounting Firm Name]

[Firm Address]

[City, State, Zip Code]

RE: CPA Verification for [Client Name/Applicant Name]

Dear [CPA Name],

I am writing to request a formal verification of professional services provided to [Client Name] for the purpose of [State Purpose, e.g., a mortgage application, business loan, or employment background check].

Please provide a signed letter on your firm's letterhead confirming the following information:

- The length of time you have provided accounting services to the client.
- The nature of the services provided (e.g., tax preparation, auditing, or bookkeeping).
- Confirmation of the client's self-employment status and business ownership (if applicable).
- [Insert any specific financial data points required].

Attached to this letter is a signed authorization form from [Client Name] granting you permission to release this information to [Your Name/Organization Name].

Please send the completed verification via [Email/Mail] to the contact information listed above by [Due Date]. If you have any questions, please contact me directly at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]