

[Attorney Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of State] Board of Accountancy
[Board Address Line 1]
[Board Address Line 2]
[City, State, Zip Code]

RE: Letter of Representation and Petition for License Reinstatement

Petitioner: [Petitioner's Full Name]

License Number: [Former CPA License Number]

Case/Reference Number: [If applicable]

To the Honorable Members of the Board:

Please be advised that [Law Firm Name] has been retained to represent [Petitioner's Name] in connection with their petition for the reinstatement of their [State] Certified Public Accountant license.

Accompanying this letter, please find the formal Petition for Reinstatement, along with all required supporting documentation, including evidence of completed continuing professional education (CPE) hours, payment of necessary fees, and affidavits regarding the Petitioner's character and professional conduct since the time of [revocation/surrender/lapse].

The Petitioner has fully addressed the circumstances that led to the original [disciplinary action/expiration] and has demonstrated a commitment to the ethical standards and technical requirements of the profession. We request that this matter be set for a hearing or review at the Board's earliest convenience.

Please direct all future correspondence, notices, and legal documents regarding this matter to my attention at the address listed above. Should you require any additional information or further clarification, please do not hesitate to contact me directly.

Thank you for your time and consideration of this petition.

Sincerely,

[Signature]

[Attorney Name]

[Bar Number]

Counsel for [Petitioner's Name]

Enclosures: [List documents, e.g., Reinstatement Application, CPE Certificates, Filing Fee]