*[MUST BE COMPLETED ON COMPANY/EMPLOYER or ACCOUNTANT and CUSTOMER LETTERHEAD]*

*[Date]*

*To whom it may concern.*

*In application to be recognized at CPB Canada’s level of Certified Professional Bookkeeper (CPB), this letter shall serve as a reference for and attest to that [Insert Name of Applicant], possesses the requirement of experience covering a reference period from [insert Month/Year] through [insert Month/Year]. There has been an established accounting/bookkeeping relationship during this time, and the applicant has demonstrated to be professional and ethical.*

*Please contact the undersigned should you have any questions or if verification of this letter is required.*

*Sincerely,*

*[MUST BE SIGNED BY COMPANY/EMPLOYER, ACCOUNTANT, or CUSTOMER]*

*[SIGNATORS NAME]*