

[Your firm name and logo]

[Firm name]

[Firm address]

[Date]

[Lender name]

Attn: [Underwriter]

Re: [Borrower name], loan [number]

Dear [Underwriter name],

Relationship

Our firm prepared the [YYYY] federal income tax return of [Borrower name] [and of (business name)].

The ratio

Based on the [YYYY] [Schedule C / Form 1065 / Form 1120-S] as filed, total expenses on [Line (number)] were [X.X]% of [gross receipts / gross income] on [Line (number)].

Basis

We computed this figure from the return as filed. The return was prepared from information [Borrower name] provided, and we did not audit, review or otherwise verify it.

Period

The figure covers tax year [YYYY] only. We make no statement about expenses, income or results for any later period.

Business account (optional)

According to the Schedule K-1 we prepared for [YYYY], [Borrower name] held [X]% of [business name]. The business bank statements you hold were provided by [Borrower name], not by our firm.

No assurance

We express no opinion on [Borrower name]'s financial condition, the effect of any withdrawal of business funds, or the ability to repay any loan.

Use and consent

This letter is for [Lender name]'s use with loan [number] only, and is sent with the written consent of [Borrower name] dated [date].

Sincerely,

[CPA name], CPA

[Firm name]

License: [State] [number]