[Your firm name and logo]

[Firm name]
[Date]
[Requester name and organization]
Re: Letter of good standing for [Client or licensee name]

Dear [Name],

Your request
Thank you for your request of [date] for a “letter of good standing” for [Client or licensee name]. To send the right document, please tell us which of the following you need.

Option 1: license verification (optional)
If you need to confirm a CPA’s license, the [State] Board of Accountancy issues that record. [Name] will request it, and the board can send it directly to you.

Option 2: state tax good standing (optional)
If you need confirmation that [Client name]’s state tax accounts are in compliance, the [State] Department of Revenue issues that letter on the request of a company officer. We can help [Client name] request it.

Option 3: legal status of the entity (optional)
If you need confirmation that [Client name] exists and is active as a [corporation / LLC], the [State] Secretary of State issues a certificate of good standing or of status.

What our firm can add
With [Client name]’s written consent, we can confirm facts from our records, such as the federal returns we prepared for [years] and the dates they were filed. We cannot certify that a business is in good standing or has no tax liabilities.

Next step
Please reply with the option you need, and any form or wording your file requires.

Sincerely,
[Name], CPA
[Firm name]
[Phone] | [Email]