

**SAMPLE LETTER FOR FINANCIAL INSTITUTIONS AND ACCOUNTANTS FOR THE  
SURREY BOARD OF TRADE, SURREY BUSINESS EXCELLENCE AWARDS**

**(Letter must be on the letterhead of the nominee's financial institution or accountant)**

**DATE**

**Attention: Rhona Doria**

Surrey Board of Trade  
Suite 101, 14439-104 Avenue  
Surrey, BC V3R 1M1

Re: Surrey Board of Trade, Surrey Business excellence Awards for **(indicate company name)**

In reference to the nomination for **(indicate company name)**, this company is a client of **(company name of the financial institution or accountant)**.

To the best of our knowledge, **(indicate company name)** is in good financial health for the purpose of an award nomination.

Sincerely,

**(Contact name and position)**

**(Contact name's phone number)**