Dear Mr. Anderson,

I am writing you this recommendation letter for Scott Lynthall to be the next CPA you hire for your firm. Scott worked as our corporate accountant for many years and his services helped us to become financially efficient. We were recently acquired by a larger company who outsources all accounting functions, which is why we had the unfortunate job of letting Scott go.

Scott has an extremely strong sense of dedication to his job and he loves to solve problems. His computer database skills also allow him to be an effective researcher. His data has been invaluable in developing many of the financial projections that we are still using today.

Scott was a respected member of the staff and he always had time to answer questions or take care of simple matters. He was a responsible employee who never missed a deadline and was often seen working weekends to make sure that projects were completed on time. His strong sense of responsibility drives him to be an invaluable employee.

Your firm would be well served to make Scott a permanent member of your team and your next CPA. If you require any further information, please call me at 555-232-2211 or email me at angelahorton@email.com.

Sincerely Yours,

Angela A. Horton

Director of Operations

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