

{Accountant Name}
{Address}
{Postcode}

Date:

Ref:

Tel:

Fax:

Dear {Salutation},

Re: {Applicant Name}

**Company Name: {Firm Name}
 {Firm Address}**

We are at present giving consideration to a mortgage application from {Applicant Name}, partner/director of the above firm/company, who has authorised us to approach you directly for fiscal information.

Accordingly we would be grateful if you could forward us the finalised Report and Accounts for the last financial year for the firm/company or the last year's Self Assessment Tax Calculation (SA302).

Alternatively, please complete and return the enclosed Accountant's Certificate of Income.

Please ensure that your reply is signed by the Accountant acting for the client, who should also list their qualifications, and time acting.

All documents provided must be originals.

Thank you for your assistance.

Yours faithfully,

Underwriting Department