

This sample is for guidance only

# Sample Support Letters for CPABC Fellowship Nominations

## Supporting Letters

Thank you for taking the time to nominate a deserving CPABC member for Fellowship.

The samples provided portray the “ultimate” candidate and are meant to help you understand what kind of details are required in the supporting documentation for a thorough package, which is a vital component of a successful nomination. When completing the nomination form, include distinctive and unique information focusing on specific contributions, impact and leadership of the individual being nominated rather than generalities.

**The number of letters is not important; the quality of the endorsements is crucial.** The letters of support should clearly show the nominee's leadership and what makes their performance stand out (i.e. the exceptional nature of their performance). Nominators are encouraged to collect letters covering the different areas of achievement (exceptional service to the profession, extraordinary career achievements, and/or exemplary contributions to the community).

Ideally, the letters would include the following:

1. A brief description of the organization, its work, and role in the community or the profession.
2. The details of the nominee's involvement with the organization, including:
  - o The role the nominee held and length of service;
  - o Significant accomplishments during the nominee's tenure;
  - o The actions or duties the nominee took to achieve the accomplishment;
  - o The time commitment (if applicable); and
  - o The impact of the nominee's work on the organization and/or its members.

## Other Support Materials

Any emails, links to media clippings, or publications or excerpts can also be submitted as supplementary backup. These items can reflect the same details as above or complement the factual information provided.

[date]

Member Recognition Committee  
CPABC

To Whom it May Concern:

Re: CPA Fellowship Nomination – John Smith

I am the CEO of XXX. XXX is a company specializing in planting trees with over 35 years of being a trusted partner throughout the world. Our commitment is to attain a sustainable world for all, so our reputation is paramount to achieving our goal.

I am immensely proud to be supporting the nomination of John Smith, our CFO, to be considered for recognition as a Fellow.

John has many years of proven success leading and building organizations locally, nationally, and globally. Throughout his career, John has occupied many critical leadership positions both in the corporate world and in the not-for-profit space. His change management experience, financial acumen, people management skills, focus on community involvement, and personal commitment to the environment have been critical to our success.

His ability to cultivate relationships with very diverse groups of people also has been a key contributor to our accomplishments in establishing trust with our partners through sharing the company's vision and providing guidance to less advanced countries through his financial acumen. Breaking down language barriers and sharing his knowledge and expertise in environmental, social, governance (ESG) initiatives has allowed XXX to expand its influence towards a sustainable world and make inroads into at least 10 countries since he started with us seven years ago.

John's commitment to our employees is also exemplary. He regularly participates in team activities and makes time to connect individually to ensure there is a focus on their personal development and growth. Employee attendance at and participation in team activities has increased exponentially over the years with John's inclusive approach.

John is also actively involved in his own community, and I will leave others to comment about this facet of John's commitment.

All this to say, I have no hesitation in recommending John for this incredible honour.

Sincerely,

CEO  
XXX

[date]

Member Recognition Committee  
CPABC

To Whom it May Concern:

Re: CPA Fellowship Nomination – Mary Garden

I first met Mary Garden in 2004, when I joined the XXX Hospital as its President & CEO. I had the pleasure of working with Mary from 2005-2024.

During my tenure, Mary served in a number of capacities on the hospital's Board of Trustees with the last position being that of Board Chair. This was the second time Mary had been asked to serve because of their leadership, dedication and passion for the citizens of their community. They were instrumental in helping guide what was a small local hospital into becoming a major health care institution in the region.

In addition to having the vision for the future, Mary provided unwavering principled, ethical leadership in their governance responsibilities whether as a Trustee, Chair of the Finance Committee or Board Chair. They also provided me with counselling and guidance throughout what was a difficult journey.

I don't know how Mary found the time, but I am aware that they volunteered at a local organization lending their financial expertise which resulted in growth and prosperity within the community as well as at their local Chamber of Commerce. The saying goes "if you want something done, ask a busy person" and Mary epitomizes this, always willing to share their sage counsel and reasoned approach.

Mary personifies the qualities of a professional accountant. They are forward-thinking, inclusive and act with integrity in everything they do and are an outstanding representative of the accounting profession. I am delighted to support their nomination for Fellowship.

Yours sincerely,

President & CEO  
XXX Hospital

[date]

Member Recognition Committee  
CPABC

Dear Member Recognition Committee:

I am writing to express my unequivocal support of Jane Brown's nomination for the prestigious Fellowship designation (FCPA).

As a former colleague of Jane at JKL firm, I have known Jane for the past 15 years and have witnessed her upward trajectory from senior manager to partner in a very short time. She is exceptionally well regarded as a deeply trusted advisor and mentor to executive management and boards throughout some of the country's most important and best-known companies where her impact is multi-dimensional. In addition, Jane's passion for making the world a better place through diversity, equity, and inclusivity has elevated the level of staff engagement to historically high levels.

Jane's unwavering commitment to leadership development, mentorship, and lifelong learning reflects her dedication to cultivating talent—both within the firm and throughout the organizations she selflessly serves as a volunteer. Through her guidance, encouragement and example, Jane has had a profound and lasting impact on countless individuals, inspiring them to pursue their aspirations and become highly effective human beings, regardless of their chosen vocation.

Jane is also a leader in the community. For example, during her tenure with the TVI Foundation, she built a framework to qualify for government grants, spearheaded fund raising of \$14 million for the Foundation, and developed an economic action plan in support of small businesses.

Jane is an exceptional and rare individual in today's world and I consider it a privilege to support this nomination. Should the Committee require further information or clarification, please do not hesitate to contact me.

Sincerely,

CPA