

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Congratulations on Passing the CPA Exam

Dear :

Congratulations on passing the CPA Exam. You are now a Certified Public Accountant. I wish you much success in your accounting career.

Sincerely,

N A M E