

ACCOUNTING COMPANY NAME

#111 – 111 Company Address
Vancouver, BC V11 111
Company Tel: 604-111-1111
Company Fax: 604-111-2222

[Today's Date]

Re: [Client's Name]

To whom this may concern:

I am the accountant for [Client's Name] and [his or her] solely owned corporation [Client's Company Name], and they have informed me that they intend to use funds from [Client's Company Name] as a down-payment for the purchase of a property. The amount of the funds [he or she] is eligible to draw out from [Client's Company Name] is permitted up to [down payment amount]. Funds are being made payable to [Client's Name] via [dividends, T4 income, etc].

The tax implications of this have been considered and accounted for, and [he or she] is not required as part of the corporate policy to make any repayments for any portions of the funds drawn out.

If you have any questions please do not hesitate to contact me at [Accountant's Phone Number].

Sincerely,

[Accountant's Name and Designation]