



Sample Letter of Support Request—Fellow of the Chartered Professional Accountants

Dear Jane,

My name is Robert Smith, and I am a Chartered Professional Accountant (CPA) currently developing a nomination for Mary Turner CPA, CMA for a CPA Alberta Achievement Award. Each year CPA Alberta solicits nominations from our membership for our annual Achievement Awards. I am considering nominating Mary to receive CPA Alberta's Fellowship of the Chartered Professional Accountants (FCPA) based on her community service activities.

The Fellowship designation is granted to members who meet the following criteria:

- Is an Alberta Chartered Professional Accountant in good standing, who has rendered meritorious service to the profession or whose remarkable and extraordinary career achievements or contributions in the community in leadership roles over a sustained period of time have brought honour to the profession.
- The individual will have demonstrated exceptional leadership, performance and made a remarkable impact in one, two, or all three of the following areas:
 - professional career, and/or
 - volunteer commitment/contribution to the accounting profession, and/or
 - volunteer contribution to the professional, community, or charitable organizations
- Members who reside outside the province of Alberta may be considered for an FCPA for the following reasons:
 - contributions relevant to the Alberta CPA profession or community, and/or
 - exceptional service to the Canadian or international CPA profession

The nomination of Mary will be primarily focused on her contributions and the impact she has made to the community and volunteer activities over a sustainable period of time. This will include her numerous activities with Alberta Soccer, the Muslim Family Network and Leftovers. Professionally it will highlight her contributions to CPA Canada's Financial Literacy Program, work with students at U of C and Bow Valley College on Taxes or Managing Money. From a career perspective, I will include contributions in her role leading diversity and inclusion efforts with her employer, ExxonMobil.

In order to submit this nomination, I'd like to see if you or a member of your leadership team could provide a letter of support for this nomination. Ideally, it would cover the impact that Mary's remarkable and extraordinary volunteer contributions made for Alberta Soccer. Possible areas for consideration: Alberta Soccer Association Woman of Distinction Award (2017) including the underlying contributions; Speaker at Women in Sports Conference 2019 (Keeping Sports Safe); volunteer efforts including Canada Summer Games and the upcoming FIFA World Cup.

To assist in the preparation of the letter, I have attached a guide including sample letters. I'm also more than happy to answer any questions you might have about this process. The letters of support should adequately highlight the candidate's leadership and the exceptional nature of the candidate's performance in the area of achievement and the impact they have had on your organization.

CPA Alberta's deadline for the nominations is the end of October, so if I could have your letter of support before October 24th it would be very helpful.

Thank you for considering this request.

Regards,

Robert Smith FCPA, FCMA