Letter to client advising documents provided to lender

<date>

<client name>
<client contact person>
<client address>
<client address>

<client email>

Dear <client contact person>,

You have requested [we/I] provide information/a letter of support to <insert name of financing institution> (“the lender”).

[We/I] have provided the lender with the information they have requested, to the extent that [we/I] are able to.

[We/I] are however unable to provide a declaration or certificate as to your ability to perform any of your obligations to the lender.

[We/I] regret that [we/I] are unable to assist you with this specific request but look forward to continuing to assist you with other matters relating to <you / your business> in the future.

A copy of our letter to the lender is enclosed for your records.

Yours sincerely,

**<name of accountant>**

<name of accounting practice>

<phone number>

<email address>