

Dear Mr. Smith,

I am writing this letter to Thank you for reviewing the accounts of my company. I was looking for a reliable person to look after the accounts. I am so Thankful that I employed your services.

I had a lot of pending tasks and it was becoming impossible for me to maintain the financial books and file tax. Since the time you joined my company, you have managed the tax preparation with utmost honesty and sincerity. I am amazed at how quick you are in categorizing the payments. You also share the weekly reports regularly and I wholeheartedly appreciate that.

I can't Thank you enough for carrying out your duties with so much responsibility, care and consciousness. You are an asset to my organization, and I am sending you a small gift to acknowledge the valuable services you have rendered.

Many Thanks,

Joe Turner.

