



Sample Letter of Support Request—Distinguished Accomplishment Award

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 Distinguished Accomplishment Award (DAA) based on her community service activities.

The DAA is granted to **CPA Alberta members** who meet the following criteria:

- Is an Alberta Chartered Professional Accountant in good standing.
- Has made a significant achievement within the last five years as demonstrated by:
 - Commitment and excellence in community or volunteer services (e.g., civic, political, charitable, professional, business or industry association), or
 - Excellence, innovation or remarkable accomplishment in their career or the field of accounting in general, or
 - Mentor excellence, by significantly contributing to the development of young CPAs and their ability to exercise sound professional judgment.

The DAA is granted to **non-CPAs** who meet the following criteria:

- Has made a significant achievement within the last five years which positively contributes to the accounting profession and/or to the professional development of CPAs, as demonstrated by:
 - Significant support to the CPA Alberta profession, or
 - Significant leadership or accomplishment in the field of accounting or business generally, provided there is a direct connection or benefit to the CPA Alberta profession, or
 - Mentor excellence, by significantly contributing to the professional development of young Alberta CPAs and their ability to exercise sound professional judgment.

The nomination of Mary will be primarily focused on her contributions to the community and volunteer activities over the past five-year period. 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