

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 Early Achievement Award (EAA) based on her community service activities.

The EAA is granted to members who meet the following criteria:

- Is an Alberta Chartered Professional Accountant in good standing.
- Has had a significant achievement in the first 10 years as a CPA in Canada or as a designated accountant anywhere in the world. Members are eligible for nomination for this award up to their 10th anniversary of membership.
- Has demonstrated:
 - 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 one's accounting career or the field of accounting in general.
- Generally, recognition is given for activities since the member received their designation or during the period when they were an accounting student.

The nomination of Mary will be primarily focused on her contributions to the community and volunteer activities within the first 10 years as a CPA. 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 her leadership and the exceptional nature of her performance in the area of achievement/contribution 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