



### Instructions for the Cover Letter for Initial or Reciprocal Certification as a CPA

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- A cover letter is required for Public Accounting Experience Verification Form and Governmental Accounting Experience Verification Form.
- Form must be printed on the company letterhead of the firm submitting the information.
- Form must be completed by the same supervisor/verifier who signs the employment verification form.
- Upon receipt, upload the form into your online application.

Date

New Hampshire Joint Board  
c/o NASBA Licensing Services  
PO Box 198589  
Nashville, TN 37219

RE: Experience Verification Letter for \_\_\_\_\_

Dear Members of the Board:

I have read RSA 309-B:5, IX and understand it is my responsibility as a:  
(Please choose appropriate title)

- Certified Public Accountant from the United States and its territories; or a
- Certified Public Accountant or Chartered Accountant from Australia; or a
- Chartered Accountant from Canada, Ireland or New Zealand; or a
- Contadores Publicos Certificado from Mexico; or a
- Certified Public Accountant of Hong Kong

To professionally prepare the above named individual to enable this person to meet those experience requirements. This experience should make an individual proficient in the practice of public accounting.

I hereby attest to the fact that I have read RSA 309-B:5, IX, understand its requirements and certify that the above named individual has obtained the  full experience or  partial experience, (please choose the appropriate one) from my organization to meet those requirements, and has demonstrated to me personally that they have been proficient in their performance.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Mailing Address  
\_\_\_\_\_  
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