

Letterhead of nominee's financial institution

STRICTLY CONFIDENTIAL

XXXXXX, 2009

Marcil Lavallée
Chartered Accountants
500-214, Montréal Road
Ottawa, ON K1L 8L8

To the attention of Mr. Marc Brazeau, CA

Subject: *Name of business*

_____,
Nominee for the 2009 Lauriers de la PME National Awards

Dear Mr. Brazeau:

With the understanding that it is important for a potential winner of a national award to be in good financial health, we, the principal financial institution for the above-mentioned business, are pleased to confirm the following:

- The business has been in operation for the past three (3) years.
- During the most recent fiscal period, the business's financial ratios are as follows:
 1. The current ratio (current assets divided by current liabilities) is _____ (e.g.: 1.40), according to our last annual credit review of the business;
 2. The debt to tangible equity ratio (long term debt divided by the shareholder's equity) is _____ (e.g.: 2.0), according to our last annual credit review of the business. Equity does not include the value of intangible assets.
- To the best of our knowledge, the business has shown no decline since the last review of its file.
- To the best of our knowledge, the business is not financially dependent on a single customer that accounts for a large portion of its sales.
- The number of employees indicated by the business, and set out below, seems reasonable to us:
 1. _____ (During the most recent fiscal period)
 2. _____ (During the 2nd most recent fiscal period)
 3. _____ (During the 3rd recent fiscal period)
- A brief description of investments in capital assets of the business (based on the last financial statements obtained):

Sincerely,

Account Manager
Business Services