

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Accountant's Name]
[Accountant's Firm]
[Firm's Address]
[City, State, Zip Code]

Dear [Accountant's Name],

I hope this message finds you well.

I am reaching out to seek your guidance regarding the Paycheck Protection Program (PPP) loan that our business has obtained. As we navigate the requirements for loan forgiveness and the appropriate documentation needed, your expertise would be invaluable in ensuring compliance with all regulations.

Could we schedule a time to discuss the necessary steps we should take moving forward? Additionally, any resources or templates you could provide would be greatly appreciated.

Thank you for your assistance. I look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Position]
[Your Business Name]