

December 2008

Dear Clients and Friends,

It's that time of year again when I ask you to prepare for your upcoming tax appointment.

Last year I implemented the drop off or e-mail system. It worked very well for those of you who followed my letter. I am continuing this process again this year with a few new requests.

You (and your spouse) will be required to sign the "permission slip" in order for me to prepare the tax return. The questionnaire also needs to be filled out and signed. These two documents need to be with your tax information when it is dropped off 2 weeks prior to your appointment. Once again I need to emphasize the importance of the completed information as this reduces additional appointments and trips to the office. This will enable you to be more prepared to file a complete and accurate tax return and keep costs down.

I know we are all concerned with the economy. It has affected all of us. I will not be raising my prices this year provided the return is similar to last year and that you are well prepared.

Marina will still be confirming your appointment a few days in advance as always. If the scheduled time is not convenient, please call or e-mail to reschedule the appointment.

Holiday Blessings & Happy New Year!!

Sincerely,

Lauren King, EA

DAY _____ DATE _____ TIME _____