

DAY \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

December 2016

Dear Clients and Friends,

I hope this holiday note finds you healthy and pray that you are doing well!

I have prescheduled your 2017 appointment near the same time as last year unless you requested a different time. Some will just be a “drop off” or a “call for an appt”. You are welcome to change your appointment if it isn’t convenient. I am cutting back on my weekends and evening appointments. I can’t continue with the long hours as in years past. Marina will be confirming *ALL* appointments a few days ahead of your scheduled time.

**As in previous years, please drop off, email or fax your information 1-2 weeks prior to your scheduled appointment.** This has really alleviated the various trips to the office if you are missing information. Last year’s tax return is a great resource for what to bring in this year. It is very important that you are prepared when you drop off. This helps to keep me efficient so I prepare an accurate return and keep costs down. If you need a more detailed organizer, let me know and I will email one to you!

Please sign the **blue** “permission slip” that I have included in this letter. It is very important that they are signed by both of you if you are filing a joint return.

Holiday Blessings & Happy New Year!!!

Sincerely,

Lauren King, EA

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