

DAY _____ DATE _____ TIME _____

December 2010

Dearest Clients,

For your convenience, I have pre-scheduled your 2011 appointment near the same time you came in last year. Some of you, I have written to call for an appointment or drop off. With whichever way I have scheduled, you are welcome to change to an appointment that is more convenient for you. If I have scheduled an appointment and you would prefer to drop off, please call and cancel the meeting. Appointment confirmations are encouraged and appreciated. Marina will call a few days ahead of your scheduled time to confirm your appointment. If you were a new client AND/OR made your tax appointment after April 15th in 2010, I have not scheduled your meeting as of yet, but please call ASAP so we can arrange a more timely conference.

Like before, I am requesting that you drop off, fax or e-mail your information to me 1-2 weeks ahead of your scheduled appointment. If you are missing anything, we can contact you and complete your return at the scheduled meeting. It is very important for you to sign the **yellow** "permission slip" and the **white** authorization slip. These two items need to be signed by both spouses and I can't prepare the tax return without them. This year I have not included the peach colored organizer. I would like you to go to my website and pull the organizer off of the website and use it to gather your information. www.ectaxpros.com I need to emphasize the importance of the completed information as it 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.

This was the hardest tax season (I should say tax year) that I have ever had in my 22 years of tax preparation. It was a sad year for so many with losing homes and jobs. I have taken 3 classes this year relating to cancellation of debt, insolvency, bankruptcy, etc. There is never ending change in tax law and it won't be an easy year this year. Please be patient as this type of work is very difficult and it takes longer to do a thorough job. I do all the work myself and don't have anyone helping me do the tax work. Please be well prepared with your paperwork to help alleviate some of our stress this tax season.

Holiday Blessings & Happy New Year!!

Sincerely,

Lauren King, EA