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Dear Client,

It's that time again to begin on work on your year-end taxes for your business. Before I begin scheduling my appointments, I wanted to make sure that your company has all the necessary documents completed before we meet.

Because you are operating your business as a corporation or LLC you have recordkeeping requirements that go beyond keeping good tax information and receipts.

Corporations and LLC's have requirements to record the major decisions of the company in writings called resolutions or minutes. *These documents are not a part of your tax preparation or filings that I do for your business.* However, I do want to make sure that these essential documents are done properly.

As a free gift to you for choosing us to prepare your taxes for the coming year, I have negotiated with a company, Burnett & Associates, to provide all my corporate and LLC clients with FREE record keeping for one year. This service would apply to all company resolutions or minutes for 2020. This FREE offer is my gift to you as a valued client.

I know you have choices when it comes to who prepares your business taxes. So please accept my gift in recognition of how much I appreciate your business.

If you would like to take advantage of this offer, please let me know and I will have Burnett & Associates contact you and enroll you in this program. If you would like to set an appointment directly, please go to this link: <http://bit.ly/consult2020>

Thank you again for working with me. I look forward to seeing you in the coming months.

With warm regards,

Your Name