

RETURN OF CHECK MISSING SIGNATURE

Date: October 12, 2017

To,
ATTN
ADDRESS
POSTAL CODE
COUNTRY

Subject: Check signature is missing

Dear Mr./Mrs.,

We thank you for your check in the amount of \$3,650.00. Our enthusiasm was somewhat dampened when we noticed the absence of the authorized signature on the bottom of the check.

Naturally, we presume this is a mere oversight and are enclosing the check in question for your signature. A postage paid envelope is provided herein for your convenience.

Thank you for your prompt attention to this matter.

Yours sincerely,

<NAME>

<Signature>

<Formal Name + Title>

Sample Letter Returning Original Documents To Client

Ensheng Dong



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Managing Your Tax Season Edward Mendlowitz, 2016-11-07 Is tax season at your firm a head long scramble to the finish line Do you want to start your next tax season with a system that reflects thoughtful planning and training Get fresh insight into tax preparation and very likely result in significant improvements to your current system You will learn to analyze your existing tax season system and target problems so that work will be more efficient errors will decrease and personnel including you will feel less stressed Most importantly a well run tax season will make your clients happier and more loyal Every firm has a tax season system whether documented or not Tax season management expert Edward Mendlowitz shares specific ideas for improving each aspect of your system including how to Staff creatively with seasonal staff interns and by outsourcing Maximize the effectiveness of the tax organizers you send to clients Communicate effectively with clients about the value of your service Use pre year end planning to develop tax and financial planning opportunities Empower your preparers to do more return work Make reviews run smoothly Conduct a post tax season assessment of your process Bill for the real value of your return preparation and even increase your fees Numerous sample checklists letters charts and Excel tax comparison worksheets will help you implement this guidance in your next tax season Having a world class tax department is possible for every firm and this resource will help you make that goal a reality Topics Discussed Improving tax season system Tax return preparation processes Managing seasonality issues Staffing solutions Getting the most out of technology Year end planning for tax clients Staff tax training program Assignment scheduling Client appointments Preparation and review Billing Determining fees E filing Extensions Tax audits Client satisfaction retention and referrals

How to Start a Law Practice and Succeed Nalini Mahadevan, 2012-07-27 How to Start a Law Practice and Succeed focuses on how to start your own law practice from scratch while emphasizing tools and tactics on how to succeed in today's economy This book is a useful tool for lawyers just out of law school and for lawyers who want to start their own practice after finding themselves suddenly unemployed I have included forms and tools to start from scratch and to manage your law practice In the book are resources for managing workflow finding clients and managing them their files and ethically maintaining your own law practice After all practicing law is not like a normal business and requires special attention to ethical dilemmas in every facet and practice of law *Effectively Representing Your Client Before the "new" IRS* Jerome Borison, 2004 Written to help the practitioner address procedural problems in representing clients includes full discussion of the relevant law the types of information needed from the client the IRS and from third parties types of questions to ask and practice tips **Defense Law Journal**, 1998 **Bill What You're Worth** David W. Cottle, 2016-11-07 Pricing your services and billing for them is one of the most important skills of the successful accountant Unfortunately formal education and training courses seldom discuss pricing or billing and firms rarely discuss pricing in an organized manner making it all too easy to adopt bad habits and policies that impede profitability David Cottle's Bill What You're Worth walks you through

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