

## 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

**Michael Brown**



## **Sample Letter Returning Original Documents To Client:**

**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

the most common pricing methods and methodologies teaches you how to discuss pricing with clients and offers advice on how to motivate employees to bill what they're worth This edition includes a new discussion on gauging client satisfaction and the key performance indicators to monitor to ensure you are offering top notch client service Earn what you're really worth Learn how to demonstrate your true value to clients By following the advice in this book you will be able to Use tools to implement specific value pricing scenarios Charge more for those engagements that justify a higher price Avoid price disputes and handle misunderstandings in an agreeable manner Upgrade your marginal clients profitability Raise your standard chargeout rates if needed Lawyers at Midlife Michael P. Long, John Clyde, 2009 Estate Planning: Principles and Problems , **Litigation Services Handbook** Peter B. Frank, Michael J. Wagner, Roman L. Weil, 1990 Bringing together contributions from practitioners with substantial expertise in many facets of the litigation services field this handbook provides readers with a wealth of insights drawn from experience gained over years of practice Each of the six sections addresses a distinct practice area or a specific set of functional tools and techniques The concepts and methods detailed in the book will benefit professionals in a broad array of fields **The Essential Formbook** Gary A. Munneke, Anthony E. Davis, 2000 This volume aims to help you to establish profitable affirmative client relationships so you can avoid unnecessary risks associated with malpractice and disciplinary complaints It provides information about law firm management structure models use of ethics and general counsel Included is the Model Partnership Agreement Form and coverage of liability insurance no goodwill severance and vacations as well as potential problems including withdrawal disability death and payment obligations Section Two Client Intake and Fee Agreements walks you through the intake process including how to effectively gather information on new clients manage the client selection process make judgments and use engagement and nonengagement letters The Lawyer's Desk Guide to Preventing Legal Malpractice , 1999 *The Funding of Living Trusts* Carla Neeley Freitag, 2004 The purpose of creating a living trust usually cannot be accomplished unless property is transferred into the trust This book explains the steps of transferring the ownership of a variety of assets into trust *Lawyers' Professional Liability Update* , 1997 The Journal of the Kansas Bar Association Kansas Bar Association, 2003 Department of the Army Pamphlet 27-162: Legal Services, Claims Procedures , Legal Malpractice , 1999 Complete Guide to a Profitable Law Practice Prentice-Hall, Inc, 1965 *Drafting the Durable Power of Attorney* Francis J. Collin, 1984 *Consolidated Listing of Official Gazette Notices Re Patent and Trademark Office Practices and Procedures* , 2005 **Official Gazette of the United States Patent and Trademark Office** , 2004 **Divorce in Kansas** Stephanie Tucker Muir, Scott M. Mann, Scott M Mann, 2021-09-30 Providing accurate and objective information to help make the right decisions during a divorce in Kansas this guide provides answers to 360 queries such as How quickly can one get a divorce Who decides who gets the cars the pets and the house What actions might influence child custody How are bills divided and paid during the divorce How much will a divorce cost and Will a spouse have to pay some or all attorney fees Structured in a

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