

Dear Mary,

It's a privilege that I have such a highly competent and qualified person like you to manage my finances and tax preparation. Your exceptional services and hard work is absolutely commendable. Thank you for handling all the stressful work all by yourself and keeping me away from this big mammoth task.

I am a very disorganized person when it comes to managing my finances and maintaining records. In fact I had lost some important receipts as well. Since the time you have started looking after my accounts, tax filing has become so much smoother. It is certainly not an easy task to go through the numbers again and again and to ensure nothing important has been missed out. Because you have taken the entire responsibility of tax preparation, I have been able to concentrate on new business pitches and clients. I have acquired some new clients and this year has been extremely profitable for me.

I know you have spent nights in office to sort out my finances and organize my record books. You missed your son's annual sports event as well and I feel terrible. But this shows your level of commitment to your work. In lieu of the exceptional services you have rendered as my accountant I am attaching a holiday voucher for you and your family. I hope you will get to spend some quality time with your family.

Thank you for all your support and guidance.

Warm Regards,

Billy Joe.

