|  |
| --- |
|  |
|  |
|  |

Dear [Mr. & Mrs. Smith],

I know that [summer] can be a busy time of the year, but I have some really essential information that I need to share with you. “Essential information” may sound a little boring, but I promise, we have packaged it in a fun way. You can sit back, laugh a little, meet some new people and enjoy a catered complimentary lunch. I believe it will be worth your time and you’ll be happy you joined us.

Please call my office and let us know which of the two dates works best for you. I’m looking forward to spending a small part of an afternoon with you.

Best Regards,

[CPA’s Name]