

## **Gargans Tax Services LLC**

**Doug Gargan  
President  
217 Brooke Road  
Fredericksburg VA 22405  
540-371-4923  
540-371-5009 fax  
888-912-3060 Efax**

January 16, 2013

Dear Valued Client,

Happy New Year! I trust that you had a great holiday season and were able to spend some time with your loved ones.

We are gearing up for tax season and looking forward to assisting you once again this year. Our software is in place and included with this letter are – Updates for tax year 2012, Fee sheet, Directions, and a map to find us.

Due to governmental requirements, we will be sending you an engagement letter for you to sign before tax preparation can begin. In addition, signed Efile forms need to be in our possession before we can file your returns electronically. We thank you in advance for your cooperation regarding these two changes.

Please feel free to call our office if you have any questions. We are here to serve you in any way that we can and look forward to working with you again this year.

There may be some delays in filing your tax return this year because of the recent passing of The Taxpayer Relief Act of 2012. I will do my best to get it done as soon as the IRS allows.

Best Regards,

Doug Gargan  
RTRP- Registered Tax Return Preparer