



Dear Valued Client,

Sandy and I are writing you to inform you of our decision to retire. It has truly been a pleasure to serve you and get to know you over the years. We knew this day would one day come and we did not want to leave you without knowing that you were in capable hands, which is why we partnered with Cottrina Moore of Moore & Moore Accounting LLC. She has been working with me these past few tax seasons and truly has and understands the heart of all my clients.

Cottrina has been in the tax business for almost a decade; she has a master's degree in accounting and is a board member of the National Association of Tax Professionals for the State of Wisconsin. We have seen her go above and beyond the call of duty to assist clients. I know you will continue to appreciate her knowledge and experience as I have working with her. Please welcome Cottrina with open arms; she has all your records and is well versed in tax laws and tax codes. I have told many of you this year, "If I did not do my own taxes, Cottrina would be doing them." Sandy and I trust Cottrina and you should trust her too.

I do understand that this maybe a big change for you, but just know that I could not make this decision to retire if I did not believe you were in good hands. My intentions were to finish out this tax season but due to my health issues and the coronavirus pandemic, I had to think about my health and the future for Sandy and I. Cottrina has certainly stepped up to assist me in completing your taxes and has done a wonderful job. I could not have asked for anyone better to transition over my tax services and clients. I can retire easily knowing that you are all well taken care of for your tax service needs.

Thank you for your years of service, you have been our valuable customer and have trusted us over the years and we are so very humbled and grateful!

Sincerely,