

## Template

Dear Partner,

We are pleased to be able to provide you with the latest IRS information to be included in your newsletter, publications and/or web site. The attached TEC "Headliner Package" includes information regarding \_\_\_\_\_ which is important to your membership because \_\_\_\_\_.

The package includes a **drop-in article, talking points, and Q&A's**. We hope that you find the attached information helpful. The talking points are excellent should you hold a meeting on the subject or prepare a speech for an industry event. The Q&A's work well to provide additional information on your web site. Again, we have attached an easy to use drop-in article for your newsletter or other publications. If possible, we would appreciate a link or copies of articles pertaining to these topics from your organization.

Thanks again for partnering with us to educate your small business members in order to make it easier to fulfill their tax obligations. We hope that this education makes them better business people and their businesses more successful.

Should you have any questions or need additional information, please call \_\_\_\_\_ at \_\_\_\_\_. For more information, please visit our small business web site at [www.irs.gov/smallbiz](http://www.irs.gov/smallbiz).

P.S. Our next Small Business Forum is scheduled for November 19<sup>th</sup> at the small Business Legislative Council, 1010 Massachusetts Avenue, NW, Washington, DC at 10am.

Thank you,