

VAIVE AND ASSOCIATES  
Professional Corporation

**REQUEST TO USE DOCUSIGN**

Dear Client,

**Re: Our services  
2022 and subsequent years personal tax return electronic signature**

We would like to thank you for allowing us to prepare your 2022 personal income tax return.

The purpose of this letter is to obtain the email addresses of all our clients so we can send an electronic signature option to file their income tax returns. Please list the names of the individuals – for example, each family member for whom we are preparing a personal income tax return – and their email addresses.

If you have any questions concerning this matter, please do not hesitate to contact us.

*Please print full name*

*Email Address*

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Yours very truly,

*Vaive and Associates*

**Vaive and Associates Professional Corporation  
Chartered Professional Accountants**