<DATE>

<FIRST NAME> <LAST NAME>

<TITLE, TITLE>

<ADDRESS, ADDRESS>

<PHONE NUMBER>

Dear <FIRST NAME> <LAST NAME>,

Congratulations! You and your team made it through another year of W-2 / year-end processing. With all the stress maintaining compliance to ever-changing tax rules, it’s about time you treat yourself to a delicious chocolate treat…and think about how you’re going to ensure you don’t go through that same “fire drill” next year.

At ADP, we recognize the stress you endure year-after-year, and with our full suite of tax, compliance and electronic payments solutions, we can help alleviate your anxiety by **seamlessly integrating with your existing ERP**. Our timely, accurate year-end statement processing allows your staff to focus on other critical tasks; leaving you time to plan a chocolate-filled Valentine’s Day instead of worrying about your W-2s and other year-end activities.

The book you have in your hands, *The Little Black Book of Chocolate*, is a sweet read filled with recipes, chocolate history and tips on tasting in one convenient pocked-sized guide. The result? A satisfying treat that is the perfect ending to your day.

We hope you enjoy the *Little Black Book of Chocolate* and learning more about ADP’s added-value solutions. If you have any immediate questions, please contact me using the information listed below.

Go on and reward yourself!

Cheers!

<DM FIRST NAME><DM LAST NAME>

<DM title>

<DM email>