

[Date]

[Recipient Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Invitation to Business Owner Retirement and Succession Seminar

As a business owner, you have invested years of hard work into building your company. While retirement may seem distant or just around the corner, having a clear succession plan is essential to protecting your legacy and ensuring your financial future.

We cordially invite you to an exclusive seminar: **"The Path Forward: Succession Planning for Business Owners."**

During this session, our experts will cover:

- Valuing your business for sale or transfer.
- Tax strategies for a smooth transition.
- Identifying and training a successor.
- Protecting your wealth after exiting the business.

**Event Details:**

Date: [Date of Event]

Time: [Start Time] to [End Time]

Location: [Venue Name/Address or Online Link]

RSVP By: [RSVP Deadline Date]

This event is designed specifically for business owners who want to exit on their own terms. Space is limited to ensure a productive environment for all attendees.

Please confirm your attendance by calling [Phone Number] or emailing [Email Address].

We look forward to helping you plan your next chapter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]