

Tax Preparation Service Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for considering [Your Company Name] for your tax preparation needs. We are pleased to submit our proposal to provide you with comprehensive tax preparation services for the upcoming tax year.

Our Services

- Individual Tax Preparation
- Business Tax Preparation
- Tax Planning and Advice
- Audit Support and Representation

Our Approach

We pride ourselves on our personalized approach and dedication to maximizing your tax benefits while ensuring compliance with all tax regulations. Our team of certified tax professionals will guide you through every step of the process.

Pricing

Our competitive pricing structure is based on the complexity of your tax return. We would be happy to discuss and provide a detailed quote based on your specific requirements.

Next Steps

If you are interested in our services, we would love to schedule a consultation to discuss your tax situation further. Please feel free to contact us at [Your Phone Number] or [Your Email Address] to set up an appointment.

Thank you for considering [Your Company Name]. We look forward to the opportunity to work with you and assist in your tax preparation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]