

# [Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

## [Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

**Dear [Client's Contact Name],**

We are pleased to submit our proposal for fund accounting and reporting services tailored specifically for your private equity firm, [Client's Company Name]. Our extensive experience in the private equity sector and commitment to accuracy and transparency make us an ideal partner in managing your fund's financial activities.

Our services include:

- Comprehensive fund accounting
- Performance reporting
- Investor reporting
- Tax compliance and reporting
- Cash management and forecasting

We recognize the importance of timely and precise financial reporting in facilitating effective decision-making and enhancing investor trust. As such, our team is dedicated to delivering these services with the highest standards of professionalism and integrity.

We would love the opportunity to discuss this proposal in further detail at your convenience. Please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering [Your Company Name] as your partner in fund accounting and reporting. We look forward to the possibility of working together.

**Sincerely,**

[Your Name]

[Your Title]

[Your Company Name]