

# Letter of Engagement for E-commerce Accounting Services

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Dear [Client Name],**

We are pleased to provide our accounting services tailored specifically for your e-commerce business. Our goal is to assist you in managing your financial records accurately and efficiently, allowing you to focus on growing your business.

## **Scope of Services**

- Bookkeeping and financial record keeping
- Monthly financial statements
- Sales tax preparation and filing
- Inventory management
- Profit and loss analysis

## **Fees**

Our competitive pricing structure is designed to meet the needs of small businesses. We propose a monthly fee of [insert fee] for the services listed above.

## **Next Steps**

If you are interested in proceeding, please sign and return the attached agreement. We look forward to partnering with you and supporting your financial needs.

Thank you for considering [Your Company Name] for your accounting needs.

**Sincerely,**

[Your Name]

[Your Position]

[Your Company Name]