

Dear [Consultant's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about your bookkeeping services. We are currently searching for a consultant who can assist us with our financial records and ensure accurate tracking of our transactions.

Could you please provide details on the services you offer, your pricing structure, and your availability for a consultation? We are interested in understanding how your expertise can help streamline our bookkeeping processes.

Thank you for your time, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]