

Inquiry for Bookkeeping Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out on behalf of [Organization Name], a non-profit organization dedicated to [brief description of your organization's mission]. We are currently seeking bookkeeping services to help manage our financial records more effectively and ensure compliance with all regulations pertaining to non-profit organizations.

We would appreciate it if you could provide us with information regarding your bookkeeping services, including:

- Services offered
- Experience with non-profit organizations
- Fee structure and payment terms
- Availability for consultations

We are looking to establish a long-term partnership and would love to hear about how your services can align with our needs.

Thank you for your time and assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]