

Inquiry for Bookkeeping Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to inquire about your bookkeeping services, as I am currently looking for assistance with my personal finance management.

Specifically, I am interested in understanding how your services can help in areas such as budgeting, expense tracking, and overall financial organization. Additionally, I would appreciate any information regarding your pricing structure and the potential for a consultation.

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

Best regards,

[Your Name]