

Inquiry for Bookkeeping Services

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Bookkeeping Service Provider's Name]
[Bookkeeping Service Provider's Company Name]
[Provider's Address]
[City, State, Zip Code]

Dear [Bookkeeping Service Provider's Name],

I hope this message finds you well. My name is [Your Name], and I am in the process of establishing a startup, [Your Company Name]. As we aim to build a solid financial foundation, I am interested in exploring your bookkeeping services.

Could you please provide more information regarding your offerings, pricing, and how you can assist startups like ours in managing our financial records efficiently? Additionally, I would appreciate any details on your experience working with similar businesses.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]