

Bookkeeping Service Request

Date: [Insert Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[Client's City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request bookkeeping services for my e-commerce business, [Your Business Name], which operates on [platforms, e.g., Shopify, Amazon, etc.].

As my business continues to grow, I recognize the importance of maintaining accurate and timely financial records. I am seeking assistance with the following:

- Monthly reconciliation of accounts
- Management of invoices and receipts
- Preparation of financial statements
- Tax preparation and compliance

I would appreciate your insights on how we can structure our bookkeeping processes and any initial steps necessary to get started. Please let me know your availability for a brief consultation to discuss this further.

Thank you for your attention. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Contact Information]