

Bookkeeping Service Request for [Restaurant Name]

Date: [Insert Date]

[Your Name]

[Your Position]

[Restaurant Name]

[Restaurant Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bookkeeping Service Provider Name]

[Provider Address]

[City, State, Zip Code]

Dear [Bookkeeping Service Provider Name],

I am writing to formally request your bookkeeping services for our restaurant, [Restaurant Name]. We are looking for expert assistance to manage our financial records effectively, ensure compliance with relevant regulations, and help streamline our accounting processes.

Our specific needs include:

- Monthly financial reporting
- Payroll processing
- Accounts receivable and payable management
- Tax preparation and filing
- Financial analysis and forecasting

We believe your experience and expertise align well with our requirements. Please let us know your available services, pricing, and if you can accommodate a meeting to discuss this further.

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

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]