

Bookkeeping Service Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Bookkeeping Service Provider]

[Provider's Address]

[City, State, Zip Code]

Dear [Provider's Name],

I hope this message finds you well. I am writing to request bookkeeping services for my small business, [Your Company Name]. Due to the growth of our operations, we are in need of professional assistance to ensure accurate financial records and compliance with local regulations.

Specifically, we require the following services:

- Monthly financial statement preparation
- Accounts receivable and payable management
- Tax preparation assistance
- Payroll processing

Please let us know your availability to discuss this further, including your fee structure and any necessary documentation we need to provide.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]