

# Letter of Engagement for Bookkeeping Services

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

We are pleased to offer our bookkeeping services to you as a freelancer. Our goal is to assist you in managing your finances efficiently and accurately.

## Scope of Services

Our bookkeeping services will include:

- Tracking income and expenses
- Preparing monthly financial statements
- Handling invoices and payments
- Tax preparation assistance

## Fees

The fee for our services will be [Insert Fee Structure], payable on a monthly basis.

## Agreement

By signing this letter, you agree to engage our services under the terms outlined above.

We look forward to working with you!

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]

Accepted by: \_\_\_\_\_

[Freelancer's Name]

Date: \_\_\_\_\_