

Bookkeeping Services for Nonprofits

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to offer our specialized bookkeeping services tailored specifically for nonprofits. Our team understands the unique financial needs and reporting requirements of nonprofit organizations, and we are committed to helping you achieve financial transparency and compliance.

Our Services Include:

- Financial statement preparation
- Budgeting and forecasting
- Grant tracking and reporting
- Tax preparation and compliance
- Monthly bookkeeping

We believe that with our expertise, we can provide significant value to [Nonprofit Organization Name] by ensuring that your financial records are accurate and readily available for stakeholders. We are dedicated to helping you focus on your mission while we handle the financial details.

For more details on how we can assist you, feel free to contact us at [Your Phone Number] or [Your Email Address]. We look forward to discussing this opportunity further.

Thank you for considering our services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]