

Bookkeeping Services Proposal

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Thank you for considering [Your Company Name] for your bookkeeping needs. We specialize in providing comprehensive bookkeeping services tailored for small businesses like yours.

Our services include:

- Monthly bookkeeping and financial reporting
- Accounts payable and receivable management
- Reconciliation of bank statements
- Payroll processing and compliance
- Tax preparation and planning

We understand the challenges of managing finances and are committed to providing you with accurate and timely financial information to help you make informed business decisions.

Please feel free to reach out to us if you have any questions or would like to discuss your bookkeeping needs in further detail. We look forward to the opportunity to work with you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]