

# Proposal for Accounting Services

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, ZIP Code]

**Dear [Client's Name],**

Thank you for considering [Your Company Name] for your accounting needs. We are pleased to present this proposal for accounting services tailored specifically for you.

## **Services Offered:**

- Personal Financial Planning
- Tax Preparation and Filing
- Income and Expense Tracking
- Budgeting Assistance
- Consultation Services

## **Investment:**

Our services are provided at a competitive rate of [Insert Rate] per hour or [Insert Flat Fee] for the entire service package.

## **Next Steps:**

If you are interested in moving forward, please feel free to contact me at [Your Phone Number] or [Your Email]. I would be happy to answer any questions and discuss how we can work together to meet your accounting needs.

Thank you for considering [Your Company Name]. We look forward to the possibility of serving you.

**Sincerely,**

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email]