

Proposal for Accounting Services

Date: [Insert Date]

To: [Non-Profit Organization Name]

Address: [Non-Profit Address]

Dear [Recipient's Name],

We are pleased to submit our proposal for accounting services tailored specifically for [Non-Profit Organization Name]. As an organization dedicated to [insert mission or specific area of focus], we understand the importance of accurate and timely financial reporting to help you achieve your goals.

Our Services Include:

- Bookkeeping and Financial Record Maintenance
- Preparation of Financial Statements
- Tax Compliance and Filings
- Grant Reporting and Management
- Budgeting and Financial Planning
- Audit Preparation

Why Choose Us?

With a dedicated team of professionals experienced in serving non-profit organizations, we are committed to ensuring transparency, compliance, and organizational growth. Our specialized approach enables us to cater to the unique financial needs of the non-profit sector.

Investment

Our pricing model is designed to be accessible for non-profits, and we offer flexible packages based on your specific needs. We would be happy to discuss our fees and options in detail.

Next Steps

We would love the opportunity to discuss our proposal in greater detail. Please feel free to contact us at [Your Phone Number] or [Your Email Address] to set up a meeting at your convenience.

Thank you for considering our proposal. We look forward to the possibility of working together to support the impactful work of [Non-Profit Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]