

Accounting Services Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Recipient:

[Client's Name]

[Client's Business Name]

[Client's Business Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for considering [Your Company Name] for your accounting needs. We specialize in providing tailored accounting solutions for small businesses like yours. This proposal outlines the services we offer and how we can assist you in achieving your financial goals.

Services Offered:

- Bookkeeping Services
- Tax Preparation and Planning
- Financial Statement Preparation
- Monthly Reporting and Analysis
- Payroll Services

Investment:

Our pricing is competitive and based on the specific services required. We offer flexible payment plans to meet your budgetary constraints. A detailed breakdown of costs can be provided upon further discussion.

Conclusion:

We would be delighted to partner with you to streamline your accounting processes and provide you with the financial clarity you need to make informed business decisions. Please feel free to reach out at your convenience to discuss this proposal further or to schedule a meeting.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]