

# **Subject: Inquiry for Account Auditing Services**

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about your account auditing services, as we are currently seeking a qualified firm to assist us with our financial reviews and assessments.

Your firm comes highly recommended, and we would appreciate the opportunity to discuss how your expertise could align with our needs. Specifically, we are interested in understanding the scope of your auditing services, your approach to compliance, and any relevant experience you have in our industry.

Could we schedule a time for a call or a meeting to explore this further? We are looking to make a decision by [Insert Timeline]. Thank you for your consideration.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]