

## [Example of Small Firm Sales Letter to CPAs]

[Your Letterhead Stationery]

[Date]

[Your Client's Address]

Dear [Client],

Are you looking for an accurate and affordable bookkeeping service for your clients?

If you feel like you are always doing low-level work in your practice and would like to work on more challenging and strategic accounting and tax issues with clients, then let us take your bookkeeping burden away. I'd like to introduce my company, Bookkeepers on Call. We offer:

- Full service bookkeeping for small businesses using QuickBooks software, all versions and editions.
- Twelve years small and medium-sized business bookkeeping experience
- A staff that is 100% Certified QuickBooks ProAdvisors
- Microsoft Excel experts
- Money-back satisfaction guarantee

You'll find us to be dependable, on time, hard-working, and accurate in our work. Our experience includes restaurants, construction, health care, professional services, and retail clients.

We will work for you (you take a markup and bill the client) or directly for the client (we will pay you a referral fee), whichever you prefer. References are available for your review.

We love paperwork, so please let us know how we can reduce yours! Call us today to discuss how we can best work together for the mutual benefit of your clients.

Sincerely,

Bookkeeper