

Bookkeeping Services
Client Name
JBH and Associates.
456 Valetton Avenue
Boston, MA 45787

October 5th, 2015

Mr. Henry Grant
Cougar Enterprises
112e Iris Street
Boston, MA 45787

Dear Mr. Grant,

JBH and Associates appreciates your use of tax services for many years. It has been our pleasure to assist with preparing and filing your taxes each year. We have seen your business grow from a small business to a large, successful one. Not only have you been managing the business, but you have also been attending to its bookkeeping and accounting. To help you concentrate on other areas of your company, we are offering our booking and account services.

Because we have prepared your taxes this past three years, we are already familiar with your business. It can be difficult to keep with bookkeeping along with running other areas of the business. Our offer to take on your bookkeeping and accounting will optimize the financial area of your business. We can combine this service with the ones we already perform for your taxes. Our expertise can be used to help your business run more efficiently.

You have always been our valued customer, and that is why we would like to assist you with bookkeeping and accounting. JBH and Associates would like set up a meeting to discuss this arrangement. Please contact us at your earliest convenience.

We looking forward to hearing from you.
Sincerely,

Client name
Certified Public Accountant