

Dear,

We are a local firm of (chartered) accountants that offer a wide range of services to local businesses, from startups to large corporations.

Appointing an accountant is an important decision, you will want to make sure that the firm you appoint will have the experience, expertise and resources to guide you through the early years of a new business and help you grow into a profitable enterprise for the future.

(Insert name) have (15) years experience helping businesses like yours grow looking after key areas, for example;

- Statutory accounts
- Company formation
- Statutory filings
- VAT registration and returns
- Book keeping
- PAYE
- Payroll
- Corporate taxation

For a free initial consultation call us on (insert number) or make an appointment to come and meet with us to see how we can help.

Yours sincerely,

(insert name)

[P.S. For a free initial one hour consultation call us on \(insert number\) to see how we could help your business succeed.](#)