Today’s Date

Client Name

Address

City, State, Zip

Dear [clientname],

We would like to sincerely thank you for choosing [companyname] to service your tax accounting needs.

It is our mission to do everything possible to help you reach your business and financial goals. Communication is the key to any professional relationship. Don’t be shy to let us know of any concerns you may have. We have great expertise in tax preparation, accounting and business consulting.

We certainly appreciate the confidence that you have shown in us and will strive to make your relationship with us a pleasant and rewarding one. Without you, we could not prosper and grow. If there is ever a time we may be of service to any of your friends, family or colleagues, please let us help. A referral is the greatest compliment you can give.

Again, thank you for your confidence.

[yourname]