

[Your Company Name]
[Your Address]
[City, State ZIP Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Nonprofit Organization Name]
[Recipient Title/Position]
[Organization Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am reaching out on behalf of **[Your Company Name]** to offer our comprehensive accounting services, specifically designed for nonprofit organizations like yours. Our team has extensive experience working with charitable organizations, and we understand the importance of financial stewardship, transparency, and compliance within the nonprofit sector.

We specialize in:

- **Nonprofit financial management**-ensuring accurate bookkeeping, financial reporting, and budget oversight tailored to your organization's mission and programs.
- **Compliance with nonprofit regulations**-navigating IRS requirements, grant reporting, and annual filings to safeguard your tax-exempt status and reputation.
- **Donor and grant accounting**-tracking restricted funds, endowments, and program-specific contributions with precision and clarity.
- **Strategic financial planning**-offering custom solutions that empower your organization to maximize resources, streamline operations, and achieve long-term sustainability.

Our approach emphasizes accuracy, transparency, and proactive communication, ensuring your board, staff, and stakeholders have confidence in your financial processes. By leveraging our expertise, your nonprofit can enhance credibility, foster trust with supporters and funders, and focus more fully on advancing your mission.

We would welcome the opportunity to discuss your organization's specific accounting needs and how we can support your continued growth and impact. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a convenient time for a conversation.

Thank you for your dedication to [briefly mention the nonprofit's mission or cause], and for considering **[Your Company Name]** as your trusted accounting partner.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]