

Dear \_\_\_\_\_,

This time every year, we look at clients, growth, employees, equipment, services, our quality of life, and any challenges we may have. We suggest that our clients reflect on the year's events with their family, jobs, health, and homes as well. We also hope that you have not encountered challenges with our office.

We have evaluated work hours, and monies invested in clients and equipment, training time, and bookkeeping processes. We then realized we were not billing enough to compensate for these. We also need more time for accurate, complete bookkeeping processes. It was a difficult decision to make, but we are raising our fees. The last time we raised fees for bookkeeping was in \_\_\_\_\_.

Based on our analysis, your new monthly bookkeeping fee will be \$\_\_\_\_\_, starting with December 2019 for November bookkeeping. Based on my findings, this increase is a must.

We have always valued your business. The best way that I know of to retain your trust and confidence is to tell you in advance of these and any other changes.

Please feel free to email me at the office if you have any challenges that I can help you with. Thank you again for your past support, and thank you in advance for your future support.

Sincerely,

Thuy Nguyen, CPA  
Nguyen Accounting Group Inc

Oh by the way, what other companies do you know who could use our services?