SAMPLE LETTER

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

Welcome! We are glad to have you as our new client. We are truly thankful that you have chosen J&L Accountants to handle the filing of your company's taxes this year. We have been helping companies with accounting matters for 15 years already. Over the years, we have gained a solid reputation for work efficiency, effectiveness, dedication and utmost professionalism. We at J&L are highly experienced and updated on tax laws, accounting procedures, and related issues. We make sure that you get only the best and most reliable service available.  
  
Just contact us anytime for concerns. You can call us at 2223344 from Monday through Friday at 8:00-5:00 p.m.

Sincerely,   
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -   
cc: [Name of copy recipient] - Optional -