

*Client Name*  
*Title*  
*Company*  
*Address 1*  
*Address 2*  
*Address 3*  
*Post Code*

*Date*

Dear (*Client name*)

Setting-up a new business is the most exciting challenge you are ever likely to face. At last you are doing something that you have always dreamed of and hopefully you are on the brink of success, prosperity, lifelong satisfaction and happiness.

But at this moment you are probably quite alarmed at how quickly your capital is ebbing away and at all the unexpected expenses that have suddenly appeared - expenses you just hadn't planned on.

If only you could make savings in your budget. Perhaps cut out something all together.

Well, you can! You can cut out your accountancy charges, right now.

Because I would like to assist you in your exciting new venture, I want to offer you my '**New Business Support Package**' absolutely *free of charge*, with no strings attached for the next 6 months. That's right - all your accountancy requirements, absolutely *free of charge*!

Here's what you'll get, completely FREE for six months:

- Business Start-up advice
- Quarterly book keeping
- Monthly/weekly payroll handling for up to 2 employees
- VAT advice and guidance
- Liaison with HM Customs & Excise

- Quarterly VAT preparation
- Quarterly management accounts
- Liaison with HM Inland Revenue
- Advice about corporation tax and self-assessment tax returns
- Help and advice with employment and recruitment issues
- Advice about business expansion
- Advice about tax effective ways of distributing your business profits.

In other words, a complete accountancy package, and all of it FREE for SIX MONTHS.\*

Just take a look at your budget again and see how much that will save you.

My 'New Business Package' has been carefully designed to help you get your business off the ground and off to a flying start. So, I hope you'll agree that this really is a good offer.

Why not call me on (No) and discuss it with me.

I can explain everything in more detail and I can get to know you and your new business a little better. You've nothing at all to lose and quite a lot to gain. There's no obligation of course, but for the sake of your new business it must be worth a call.

I wish you well in your venture. You deserve success. I hope I can help you to achieve it, and to that end, I look forward to hearing from you.

With best wishes

Yours sincerely

\* Please note we reserve the right to accept or decline any assignment. Our normal terms and conditions apply.