

[Date]

Client Name  
Company Name  
Address  
City, State, Zip Code

Dear [Client],

Starting a new business is exciting, but it also requires a lot of work to insure success. You'll need to set up financial books, file tax returns and meet tax deadlines. If you plan to hire employees, you must establish a payroll system. But most important, you need is a way of tracking your business's financial progress.

**H J Malik & Associates is the answer.** Now is a good time to call us to help you establish and maintain these financial tasks and more. We are a professional firm dedicated to providing high quality accounting services custom tailored to meet the unique needs of your business. Our services include:

- **Bookkeeping**
- **Financial Statement Preparation**
- **Quick Books Consulting**
- **Payroll Withholdings and Checks**
- **Sales and Income Tax**

H J Malik & Associates has experience servicing a variety of business industries including construction, manufacturing, legal, retail, service and non-profit organizations. Our firm takes great pride in offering you dependable, accurate accounting services every time. Part of our services includes providing a monthly or quarterly statement that shows your business progress. This statement can clearly show you whether your business is actually making money.

At H J Malik & Associates, our goal is to establish long lasting relationships with our clients. The IRS expects all business owners to take financial responsibility when it comes to paying taxes. Spend more time creating a successful business, and **leave the accounting to us.** Call **847-363-6227** to schedule a free consultation so we can discuss your business and plan for its success. Call before February 28 and get a **25% discount** on your first month's service.

Thank you for your consideration. We look forward to doing business with you soon.

Sincerely,

Haroon J. Malik  
Associate

P.S. For your convenience I have enclosed a brochure detailing all of our services. Also, visit our website at [www.hjmalik.net](http://www.hjmalik.net).