

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request assistance with setting up a QuickBooks Online (QBO) account for my business, [Your Business Name].

Please find below the necessary details for the account setup:

1. **\*\*Business Name\*\***: [Your Business Name]
2. **\*\*Type of Business\*\***: [Your Business Type, e.g., Sole Proprietorship, LLC, Corporation]
3. **\*\*Business Address\*\***: [Business Address]
4. **\*\*Contact Person\*\***: [Your Name]
5. **\*\*Email for QBO Account\*\***: [Your Email Address]
6. **\*\*Preferred Subscription Plan\*\***: [Desired QBO Plan]
7. **\*\*Additional Users\*\***: [List any additional users and their roles, if applicable]

I would appreciate your guidance on the next steps to complete this setup effectively. If there are any documents or information you require, please do not hesitate to ask.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Business Name]  
[Your Business Website, if applicable]