

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

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

Dear [Recipient's Name],

Subject: QuickBooks Assessment

I hope this message finds you well. I am writing to request a comprehensive assessment of our current QuickBooks setup and usage. We are looking to optimize our accounting processes and ensure that we are leveraging QuickBooks to its fullest potential.

Please find below the details and specific areas we would like to focus on during the assessment:

1. Current setup and configurations
2. User access and permissions
3. Financial reporting capabilities
4. Integration with other software
5. Recommendations for optimization

We would appreciate it if we could schedule a meeting to discuss this further at your earliest convenience. Please let me know your available dates and times.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]