EMAIL TEMPLATE: BOOKKEEPERS AND TAX AGENTS

SERVICES VARIATION\_INCREASE TO SERVICES

# PURPOSE

An email template to supply a written confirmation of a change to your services. This is important where you have increased services. You want to be clear what you now agree to do and that an increased fee is payable for this.

# EMAIL FEATURES

In this email you:

* Confirm the nature of the change
* Inform your client of the fee increase associated with the change
* Advise your client of any impacts of the change

# EMAIL TEMPLATE

Use the template below as a starting point.

Select the options that suit your business. Select the options that suit your business. These options are in yellow highlighted text. Prompts to consider are included in red guidance text.

|  |
| --- |
| Subject Line: **Your Business Name | Your Client Name | Confirmation of Services Changes** **Example: ABC Bookkeeping | XYZ Plumbing | Confirmation of Services Changes**Hi [client name],Thank you for our recent meeting to discuss the changes to the services requested from us. The purpose of this email is to confirm the details of the changes and what it means for your business. 1. **Change** You have asked us to now include [service] to your business. We confirm we will commence this aspect of service from DD MM YYYY.
2. **Fees** The addition of the above to your services now means your [weekly][monthly][annual] fee will increase to $XX.
3. **New Requirements** We will now require you to provide the following as part of our new services.
* **List \*\*Use confirmation of services email template for list if needed\*\***
* **List here**
* **List here**

Kindly note that we will not issue reminders about upcoming dates. You shall remain responsible for any fines or penalties incurred as a result of mis-filing or late filing. **Queries** If you have any queries, please email us or call. If you require an appointment for a more detailed query, please use this link to book a time to suit you. \*\*Use if you use scheduling tool such as Calendly, acuity etc.\*\* xMany thanks for working with us. [Your name][Email][Contact Number][Logo] |
|  |

###