

Name
Address
City, State, Zip

RE: Payroll Services

Dear [Client]:

I'm pleased to announce that (Partner Name) is now offering you an easy and convenient way to process payroll at a more affordable price. Using our award-winning online payroll technology, you can complete the entire payroll process in fewer than two minutes.

Once enrolled in our service, you log in to our secure Web site, enter payroll data and you're finished. Our service automatically handles the depositing and filing of all payroll taxes, pays your employees by direct deposit and sends you an email confirmation.

You'll have online access to your payroll reports — and so will we. We'll be able to access all of your payroll information for tax-planning purposes and to assist with preparing your financial statements or tax returns.

With (Partner's Name), you get:

- Anytime, anywhere processing — all you need is an Internet connection. You can even process payroll on mobile devices like your iPhone.
- Free direct deposit or the ability to self-print checks from your office.
- Complete customer support — we offer online help, as well as unlimited access to helpful payroll experts available by phone six days a week.
- Fast and easy three-step processing, or one-click processing that takes minutes.
- Online W2s and 1099s that you and your employees can print at your leisure.

[Partner's Name] is available for \$xx.xx per payroll and \$x per employee. This rate includes payroll processing, tax filing and payments, direct deposit and more. Processing of W2s and 1099s require a small additional fee of \$x per employee plus \$x once a year.

We are very excited to offer you a faster, easier way to run payroll. If you would like to participate in a demo of our service, please call me at xxx.xxx.xxxx. I look forward to hearing from you soon!

Sincerely,

xxxxxx