

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Dear [Client Name],

It is a pleasure to submit this proposal for executive payroll services for [Company Name]. We understand that managing executive compensation requires a high level of confidentiality, precision, and compliance. Our team is prepared to provide a discreet and efficient solution tailored to your leadership team.

Our Proposed Services:

- Secure processing of executive salaries, bonuses, and incentives.
- Management of complex tax withholdings and multi-state compliance.
- Administration of deferred compensation and supplemental benefits.
- Detailed reporting for accounting and auditing purposes.
- Direct access to a dedicated senior account manager.

Why Choose [Your Company Name]:

We specialize in handling sensitive financial data with the highest security standards. By outsourcing your executive payroll to us, you reduce internal administrative burdens and ensure that sensitive compensation details remain confidential within your organization.

Pricing:

Based on your requirements, our proposed monthly fee is [Amount]. This includes all processing, filings, and year-end reporting.

I have attached a detailed service agreement for your review. I look forward to the opportunity to support [Company Name]. Please contact me at [Phone Number] or [Email] if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]