

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Dear [Client Name],

Subject: Proposal for Outsourced Chief Financial Officer (CFO) Services

Thank you for the opportunity to submit this proposal. Based on our previous discussion, I am pleased to outline how my outsourced CFO services can support [Company Name] in achieving its financial goals and operational efficiency.

Scope of Services

To address your current requirements, I propose the following services:

- Financial Strategy and Planning: Developing long-term financial roadmaps and growth strategies.
- Budgeting and Forecasting: Creating detailed annual budgets and monthly cash flow projections.
- Financial Reporting: Monthly analysis of P&L, balance sheets, and key performance indicators (KPIs).
- Capital Management: Oversight of fundraising, debt management, and investor relations.
- Internal Controls: Implementing systems to minimize risk and improve data accuracy.

Benefits of Outsourcing

- Cost Efficiency: High-level financial expertise without the expense of a full-time executive salary and benefits.
- Scalability: Services can be adjusted based on the company's growth and seasonal needs.
- Objective Insight: Independent analysis of business operations and financial health.

Proposed Fee Structure

I propose a [Monthly Retainer / Hourly Rate] of [Amount]. This includes [Number] hours of dedicated service per month and availability for scheduled board meetings.

Next Steps

I look forward to discussing this proposal further to ensure it aligns perfectly with your vision. Please let me know your availability for a follow-up call next week.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]