<Insert date here>

Dear <insert first name here>

Thank you for your enquiry.

PayrollsDirect have a tradition of providing a fast and accurate payroll service. Let us simplify the payroll process for you.

You can use our cloud based systems to submit your information AND manage your employees better. As well as doing payroll better & providing HR systems & library, we will soon also be providing Project & Task Management systems for you. You will be able to collaborate seamlessly with your employees; even remotely, using our cloud based systems.

Here are a few examples of the many benefits of using our service and your payroll quote.

* **ACCURACY** – Your payroll will be prepared by our experienced payroll professionals. To ensure the accurate processing of your payroll our input is cross checked at **three** stages to ensure accuracy.
* **PRICE -** We aim to be the lowest cost provider of a cloud based payroll service.
* **FLEXIBILITY –** There are many options with regards to your payroll and our service will be tailored to your needs.
* **SIMPLICITY -** Electronic submissions to HMRC done by RTI (Real Time Information)

Please contact me to discuss your payroll further, I look forward to hearing from you.

We are delighted that many new clients joining PayrollsDirect have been recommended to us by their friends or colleagues. Please email us your testimonial if you are happy with our service so that we can publish it on our website.

Our charge for managing your payroll of up to **<insert number here>** **monthly** paid employees is **£<insert price here> per payroll run.**

Please contact me on <insert telephone number here> or by email: <insert email address here> to discuss your payroll further, I look forward to hearing from you.

Yours sincerely

<insert name here>