



# Be Virtual Assistant Wise

Helping Business Owners to Save Money and  
Entrepreneurs to Make Money

Dear [Recipient Name]

## **ACCEPTANCE OF WORK**

Thank you for choosing Be-Virtual-Assistant-Wise for your Virtual Assistant needs. We are confident that you will be very satisfied with the services that we offer.

The information enclosed will help you make the most of our services.

As discussed, please be so kind to sign all the enclosed documentation and forward it to us as soon as possible. If you have questions, you are most welcome to contact us.

As your needs change, we will be happy to help you evaluate those needs and offer you the services that will help you achieve your new goals. Again, thank you for choosing Be-Virtual-Assistant-Wise.

Regards

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