

Engagement Letter for Tax Advisory Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide tax advisory services for you. This letter outlines the nature and scope of our services, as well as the terms of our engagement.

Scope of Services

We will provide the following services:

- Tax planning and strategy development
- Review and analysis of tax compliance
- Advice on tax implications of financial decisions
- Assistance with IRS and state audits, if applicable

Fees

Our fees will be based on the time spent, as well as the complexity of the services provided. An estimate will be provided prior to the commencement of work.

Responsibilities

You agree to provide us with accurate and complete data necessary for the performance of our services. Our responsibility is to provide you with professional tax advisory services guided by applicable laws and regulations.

Confidentiality

We will maintain the confidentiality of all information provided by you and will not disclose such information to third parties without your consent.

If you agree to the terms outlined in this letter, please sign below and return a copy to us.

Sincerely,

[Your Name]

[Your Title]
[Your Firm Name]

Agreed and Accepted by:

[Client's Name]

Date: _____