

# Tax Advisory Services Agreement

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our agreement to provide ongoing tax advisory services to you. Below are the terms of our engagement:

## 1. Scope of Services

Our services will include, but are not limited to:

- Tax planning and strategy development
- Preparation of tax returns
- Advice on tax compliance and reporting
- Representation before tax authorities

## 2. Fees

Our fees for these services will be [Insert Fee Structure], billed [monthly/quarterly/annually].

## 3. Termination

This agreement may be terminated by either party upon [Insert Notice Period] written notice.

## 4. Confidentiality

We agree to maintain the confidentiality of your information as per the applicable laws.

We look forward to working with you. Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Accepted by:

\_\_\_\_\_  
[Client's Name]

Date: \_\_\_\_\_