

# International Tax Planning Engagement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our engagement to provide international tax planning services for your organization. The purpose of this letter is to outline the scope of our services, the terms of our engagement, and your responsibilities.

## Scope of Services

Our services will include, but are not limited to:

- Assessment of your current international tax position
- Identification of tax planning opportunities
- Recommendations on structuring international transactions
- Assistance with compliance matters related to international tax

## Engagement Terms

Our fees will be based on the time spent and the complexity of the work performed, with an estimate provided prior to the commencement of the engagement. We will bill you on a monthly basis.

## Your Responsibilities

To enable us to provide our services effectively, you agree to provide us with complete and accurate information regarding your international operations and to ensure timely communication of all relevant matters.

## Acceptance

If you agree with the terms outlined above, please sign and return a copy of this letter as your confirmation of our engagement.

Sincerely,

[Your Name]

[Your Position]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip Code]

## **Agreement**

Accepted by:

[Client Name]

Signature: \_\_\_\_\_

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