

# Tax Mediation Engagement Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our arrangement to represent you in tax mediation matters for the tax year(s) [Year(s)]. Our objective is to provide you with comprehensive assistance in negotiating with the tax authorities to resolve any outstanding issues efficiently and effectively.

## **Scope of Engagement:**

Our services will include:

- Review of your tax situation
- Preparation of necessary documents
- Representation in communications with tax authorities
- Strategies for tax resolution

## **Fees:**

Our fees for this service will be [Fee Structure]. We will provide an estimate of costs prior to proceeding with the mediation.

## **Confidentiality:**

All communications will remain confidential as per our client-privilege agreement.

Please sign and return a copy of this letter to indicate your acceptance of our terms. We look forward to working with you to resolve your tax matters effectively.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Firm's Name]

## **Acceptance:**

I, [Client's Name], accept the terms of engagement as outlined above.

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

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