

# Engagement Confirmation Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement as your tax adviser for the fiscal year [Insert Year]. Our primary responsibility will be to assist you in preparing and filing your federal and state income tax returns and to provide general tax advice as needed.

Our services will include, but are not limited to:

- Reviewing your financial records
- Advising on deductions and credits available to you
- Preparing your tax returns
- Filing your returns electronically
- Responding to any inquiries from tax authorities

Our fees for these services will be [Insert Fee Structure]. We will bill you [insert billing schedule or terms]. We appreciate your trust in our services and look forward to working with you.

Please sign and return a copy of this letter to confirm your acceptance of our terms and services.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Accepted by:

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[Client's Name]

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