

Onboarding Acknowledgment

Date: [Insert Date]

Dear [Client's Name],

We are pleased to inform you that we have received your onboarding documents and are excited to begin our journey together in managing your tax needs.

Your trust in our services is greatly appreciated, and we assure you of our commitment to providing expert advice and comprehensive support throughout the tax preparation process.

As part of our next steps, we will review your documents and reach out to you should we require any further information. In the meantime, please feel free to contact us with any questions or concerns.

Thank you for choosing us as your tax adviser. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]