

# Retainer Confirmation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm your retainer with [Your Firm's Name] for tax advisory services.

As discussed, the terms of our engagement are as follows:

- **Services Rendered:** [Brief description of services]
- **Retainer Fee:** [Insert amount]
- **Payment Terms:** [Details on payment schedule]

We look forward to working with you and assisting you with your tax advisory needs. Please do not hesitate to reach out if you have any questions or require further clarification on any matters.

Thank you for choosing [Your Firm's Name].

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Contact Information]