

Letter of Engagement for Tax Advisory Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide tax advisory services to you and your enterprise. This letter outlines the scope of our services and the terms of our engagement.

Scope of Services

Our services will include, but are not limited to:

- Tax planning and compliance
- Preparation of tax returns
- Tax research and analysis
- Advice on tax-efficient strategies

Fees

Our fees for these services will be based on [insert fee structure, e.g., hourly rates, flat fees].

Confidentiality

We will maintain the confidentiality of all information provided by you in accordance with applicable laws and regulations.

If you agree with the terms outlined in this letter, please sign and return a copy. We look forward to working with you.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Accepted by:

[Client's Name]

Signature: _____

Date: _____