

Tax Consultation Services Agreement

Date: [Insert Date]

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

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

Subject: Freelance Income Tax Consultation Services

Dear [Client's Name],

Thank you for considering my freelance income tax consultation services. I am here to assist you with your tax preparation and filing needs. Below are the key details of my services:

Services Offered:

- Income tax preparation and filing
- Tax planning and advice
- Audit support and representation
- General record-keeping advice

Fees:

My consulting fee is [Insert Fee Structure]. Payment is due upon completion of services.

Timeline:

Services will be completed by [Insert Completion Date].

Confidentiality:

All information shared will be kept confidential and used solely for tax consultation purposes.

If you agree to the terms outlined above, please sign and return a copy of this letter.

Sincerely,
[Your Name]
Freelance Income Tax Consultant

[Client's Signature]
[Date]