

Tax Advisory Letter

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this letter finds you well. As your dedicated tax advisor, I am pleased to provide you with a professional overview of the tax obligations and benefits relevant to your work as an independent contractor.

1. Tax Deductions:

As an independent contractor, you are eligible to claim various deductions that can significantly reduce your taxable income. Common deductions include:

- Home office expenses
- Business travel expenses
- Equipment and supply costs

2. Estimated Taxes:

It is essential to submit estimated taxes quarterly to avoid penalties. We can establish a payment plan that aligns with your cash flow.

3. Record Keeping:

Maintaining accurate records is crucial. I recommend keeping receipts and documentation of all your expenses. Consider using accounting software for better management.

4. Tax Forms:

You will need to file a Schedule C along with your personal tax return, detailing your income and expenses. I can assist you in preparing these forms.

If you have any questions or require further assistance, please do not hesitate to contact me. I am here to support you in navigating your tax responsibilities efficiently.

Thank you for entrusting me with your tax advisory needs.

Sincerely,

[Your Name]

[Your Business Name]

[Your Phone Number]

[Your Email Address]