

Tax Audit Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our understanding of the engagement to perform a tax audit for [Client's Company Name] for the year ending [Insert Year]. This letter outlines the nature and scope of our services, as well as the respective responsibilities of each party.

Scope of Work

We will conduct a tax audit in accordance with the relevant tax laws and regulations. Our services will include, but are not limited to:

- Reviewing financial records and documents.
- Assessing compliance with applicable tax regulations.
- Preparing a report summarizing our findings and recommendations.

Responsibilities

We will rely on the accuracy and completeness of the information provided by you. You are responsible for ensuring that all relevant documentation is accessible and accurate.

Fees

Our fees for this engagement will be based on the time spent on the audit and will be discussed and agreed upon in advance.

Conclusion

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined herein. We look forward to working with you.

Sincerely,

[Your Firm's Name]

[Your Name]

[Your Position]

[Your Contact Information]

Agreed and Accepted:

[Client's Name] _____ Date: _____