

[Date]

[Client Name]

[Client Address]

[City, Country, Post Code]

Dear [Client Name],

This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide regarding your individual income tax returns as an expatriate.

1. Scope of Services

We will prepare your [Year] U.S. Individual Income Tax Return (Form 1040) and any required supplemental forms, including:

- Form 2555 (Foreign Earned Income Exclusion)
- Form 1116 (Foreign Tax Credit)
- FinCEN Form 114 (Report of Foreign Bank and Financial Accounts - FBAR)
- Form 8938 (Statement of Specified Foreign Financial Assets), if applicable

2. Client Responsibilities

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all documents, canceled checks, and other data that form the basis of your income and deductions. You represent that the information you supply to us is accurate and complete to the best of your knowledge.

3. Filing Deadlines

We will rely on you to provide the necessary information in a timely manner. To ensure timely filing, please submit your tax data by [Date]. We cannot guarantee that returns will be completed by the filing deadline if information is received after this date.

4. Fees

Our fees for these services will be based on our standard hourly rates or a fixed fee of [Amount]. Invoices are due and payable upon presentation. We reserve the right to suspend services if your account becomes delinquent.

5. Confidentiality

We will maintain the confidentiality of your information in accordance with professional standards and applicable laws. We will not disclose your information to third parties without your prior consent, except as required by law.

6. Limitation of Liability

Our liability for any claim arising out of this engagement shall be limited to the total amount of fees paid to us for the services rendered under this agreement.

Please sign and return a copy of this letter to indicate your acknowledgment and acceptance of these terms.

Sincerely,

[Your Name/Firm Name]

[Your Title]

Accepted by:

Signature: _____

Date: _____