

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Audit Representation Engagement Letter

Dear [Client Name],

This letter confirms the terms of our engagement and clarifies the nature and extent of the professional services we will provide regarding the audit of your [Year] individual income tax return by the [Internal Revenue Service / State Taxing Authority].

Scope of Services

We will represent you before the tax authorities for the specific tax year mentioned above. Our services include:

- Reviewing the audit notice and related tax returns.
- Organizing and reviewing documentation requested by the auditor.
- Representing you in meetings, phone calls, and correspondence with the tax authority.
- Negotiating settlements or preparing protests, if applicable.

Client Responsibilities

You agree to provide all requested information, documents, and records in a timely manner. You represent that all information provided is accurate and complete to the best of your knowledge.

We will not audit or verify the information you provide except as necessary for the representation.

Professional Fees

Our fees for these services will be based on an hourly rate of \$[Amount] per hour. A retainer of \$[Amount] is required before work commences. We will bill you periodically for time spent and out-of-pocket expenses. All invoices are due upon receipt.

Limitation of Scope

This engagement is limited to the tax year and authority specified. It does not include legal services, criminal defense, or appeals to tax court unless a separate agreement is signed. We cannot guarantee the outcome of the audit.

Privacy and Confidentiality

We will maintain the confidentiality of your information in accordance with professional standards and applicable law.

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

Sincerely,

[Tax Professional Name]

[Firm Name]

Accepted by:

[Client Signature]

[Date]