

[Date]

[Client Name]

[Client Address]

[City, Country, Zip Code]

Dear [Client Name],

This letter confirms the terms of our engagement to prepare your U.S. federal and state income tax returns for the tax year ended [Year].

Scope of Services

We will prepare your [Year] U.S. Nonresident Alien Income Tax Return (Form 1040-NR) and any required state income tax returns based on the information you provide. We will not audit or verify the information you submit, although we may ask for clarification.

Client Responsibilities

You are responsible for the following:

- Providing complete and accurate information regarding your U.S. and foreign income.
- Maintaining records, documents, and receipts to support all items reported on your return.
- Disclosing all foreign financial accounts and assets to ensure compliance with FBAR and FATCA reporting.
- Reviewing the final returns for accuracy before they are filed.

Professional Fees

Our fees for these services will be based on [Flat Fee / Hourly Rate]. Payment is due [Upon receipt of the invoice / Before filing].

Limitations

This engagement is limited to the preparation of the tax returns specified above. It does not include tax planning, representation in audits, or advice regarding your immigration status. Our services do not include procedures to discover fraud or other irregularities.

Privacy Policy

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

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

Sincerely,

[Tax Preparer Name]
[Firm Name]

Accepted by:

Signature: _____

Date: _____