

[Date]

[Client Name]
[Partnership Name]
[Address]
[City, State, Zip]

Dear [Client Name],

This letter is to confirm the terms of our engagement and the nature of the services we will provide to [Partnership Name] (the "Partnership") for the tax year ended [Tax Year End Date].

Scope of Services

We will prepare the following tax returns:

- U.S. Form 1065 (U.S. Return of Partnership Income)
- Schedules K-1 for each partner
- [State/Local Income Tax Returns, if applicable]

Partnership Responsibilities

The Partnership's management is responsible for the following:

- Providing complete and accurate financial records and information.
- Maintaining adequate internal controls over financial reporting.
- Disclosing all known related-party transactions and foreign financial accounts.
- Reviewing the final tax returns for accuracy before signing or authorizing electronic filing.

Professional Fees

Our fees for these services will be based on [Flat Fee / Hourly Rates] plus out-of-pocket expenses. An initial deposit of \$[Amount] is required. Payment is due upon receipt of our invoice.

Terms and Conditions

This engagement does not include audit or verification of the information provided. We will not provide an opinion on financial statements. We will use our professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations and other supportable positions.

Authorization

If the terms of this letter are acceptable, please sign and return the enclosed copy.

Sincerely,

[Your Name/Firm Name]

Accepted by:

Signature: _____

Title: _____

Date: _____