

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Tax Equalization Advisory Services - [Tax Year]

Dear [Client Name],

We are pleased to provide you with tax equalization advisory services regarding your international assignment in [Host Country]. The purpose of this letter is to outline the scope of our services and the next steps in the process.

Our services will include the following:

- Review of your assignment compensation package and company tax equalization policy.
- Calculation of your hypothetical tax (the tax you would have paid had you remained in your home country).
- Preparation of your home country and host country income tax returns.
- Calculation of the final tax equalization settlement between you and [Company Name].
- Advisory on tax-efficient structuring of your international benefits.

To begin the process, please provide us with the following documents by [Deadline Date]:

- Annual salary statements (W-2, P60, or equivalent).
- Details of any foreign housing or cost-of-living allowances.
- Statements for any personal income (interest, dividends, or rental income).
- Records of relocation expenses reimbursed by your employer.

Please note that this advisory service is intended to ensure you remain tax-neutral during your assignment, as per your employer's global mobility policy. We will contact you shortly to schedule an initial consultation call.

Should you have any immediate questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Firm Name]