

[Date]

[Client Name]

[Address]

[City, State, Zip Code]

Re: Marital Dissolution of [Case Name/Matter Number]

Dear [Client Name],

This letter confirms that [Accounting Firm Name] ("the Firm") has been engaged to provide forensic accounting and litigation support services in connection with the dissolution of your marriage. This agreement outlines the scope of our services, fee structure, and responsibilities.

### **1. Scope of Services**

The Firm will perform the following services as requested:

- Tracing of separate and community property assets.
- Valuation of business interests and professional practices.
- Calculation of gross cash flow available for support (Income Available for Support).
- Analysis of marital standard of living.
- Assistance with document discovery and financial disclosures.
- Provision of expert witness testimony at deposition or trial, if required.

### **2. Client Responsibilities**

You agree to provide all financial records, tax returns, bank statements, and other documentation necessary for our analysis in a timely manner. The accuracy of our work depends on the completeness of the information provided.

### **3. Fees and Retainer**

Our fees are based on the hourly rates of the professionals assigned to your case:

- Partner/Principal: \$[Amount]/hour
- Manager: \$[Amount]/hour
- Staff Accountant: \$[Amount]/hour

An initial retainer of \$[Amount] is required before work commences. This retainer will be applied against the final billing or held until the conclusion of the engagement.

### **4. Confidentiality**

All information provided will be kept confidential in accordance with professional standards, except as required by law or authorized by you for disclosure during legal proceedings.

### **5. Termination**

Either party may terminate this agreement at any time upon written notice. Upon termination, all fees for services rendered up to the termination date will become immediately due and payable.

If these terms are acceptable, please sign and return a copy of this letter along with the required retainer.

Sincerely,

[Authorized Signature]

[Name and Title]

[Accounting Firm Name]

**Acknowledgment and Acceptance:**

\_\_\_\_\_  
[Client Name]

Date: \_\_\_\_\_