

[Accounting Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

Re: Engagement for Tax Controversy Representation

Dear [Client Name],

This letter confirms the terms and objectives of our engagement to represent [Client Name] ("you") before the [Internal Revenue Service / State Tax Authority] regarding [Tax Type, e.g., Income Tax] for the tax periods ending [Dates].

Scope of Services

We will provide the following services:

- Review of the tax return(s) and supporting documentation for the period(s) under examination.
- Representation in meetings, correspondence, and telephone conferences with tax authorities.
- Research and analysis of tax issues raised by the taxing authority.
- Preparation and submission of protests or appeals as necessary.

Client Responsibilities

Our representation is dependent on your timely cooperation. You agree to provide all requested documentation, information, and explanations necessary for the defense of your tax position. You represent that all information provided is accurate and complete to the best of your knowledge.

Professional Fees

Our fees for these services will be based on our standard hourly rates:

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

An initial retainer of \$[Amount] is required before work commences. Invoices are payable upon receipt.

Limitations

This engagement is limited to the representation described above and does not include the

preparation of current tax returns or representation in any litigation in a court of law. We cannot guarantee the outcome of the examination or appeal.

Termination

Either party may terminate this engagement at any time by providing written notice. In the event of termination, you will be responsible for all fees and expenses incurred up to the date of termination.

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

Sincerely,

[Accounting Firm Representative Name]
[Title]

Accepted by:

Signature: _____

Date: _____