

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Engagement for Delinquent Tax Resolution Services

Dear [Client Name],

This letter confirms the terms and objectives of our engagement to provide tax resolution services regarding your delinquent tax liabilities for the tax years [List Tax Years].

1. Scope of Services

We will provide the following services:

- Review of IRS/State tax notices and account transcripts.
- Analysis of financial records to determine eligibility for resolution programs.
- Preparation and filing of delinquent tax returns (if applicable).
- Representation before the [IRS/State Tax Agency] regarding [Offer in Compromise / Installment Agreement / Penalty Abatement].

2. Client Responsibilities

You agree to provide all requested financial documentation, including bank statements, income records, and expense receipts, in a timely manner. We will rely on the accuracy of the information you provide without independent verification.

3. Professional Fees

Our fee for these services is [Flat Fee Amount / Hourly Rate]. A retainer of \$[Amount] is required before work commences. Any additional costs, such as filing fees or postage, will be billed separately.

4. No Guarantee of Outcome

While we will advocate for the most favorable resolution possible, we cannot guarantee a specific result or a reduction in the total tax, penalties, or interest owed to the taxing authorities.

5. Termination

Either party may terminate this engagement at any time by providing written notice. Upon termination, you will be responsible for fees incurred for work performed up to the date of termination.

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

Sincerely,

[Your Name/Firm Name]
[Your Title]

Acknowledgment and Acceptance:

[Client Signature]

[Date]