

IRS REPRESENTATION ENGAGEMENT LETTER

Date: [Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

This letter confirms that [Firm/Representative Name] will represent you before the Internal Revenue Service (IRS) regarding [Type of Tax/Form Number] for the tax period(s) ending [Date(s)].

Scope of Representation

Our services will include:

- Reviewing IRS notices and documentation provided by you.
- Communicating with the IRS on your behalf.
- Preparing necessary responses and appeals.
- Attending conferences or meetings with IRS agents if required.

Client Responsibilities

You agree to provide all requested documentation and information accurately and in a timely manner. We will rely on the information provided without independent verification. You are responsible for the final payment of any taxes, interest, or penalties assessed by the IRS.

Power of Attorney

To proceed, you must sign and return IRS Form 2848 (Power of Attorney and Declaration of Representative), which allows us to act on your behalf.

Fees

Our services will be billed at [Hourly Rate/Fixed Fee]. An initial retainer of \$[Amount] is required before work commences. Expenses such as postage, copies, and travel will be billed separately.

Termination

Either party may terminate this engagement at any time by providing written notice. Upon termination, all unpaid fees become immediately due.

Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Signature of Representative]

[Printed Name of Representative]

Accepted by:

[Client Name]

Date: _____