

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

[Date]

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

RE: Engagement for State Tax Settlement Services

Dear [Client Name],

This letter confirms the terms under which [Firm Name] ("we" or "the Firm") will represent [Client Name] ("you") in connection with a tax settlement agreement with the [State Department of Revenue/Taxation].

1. Scope of Services

We will provide the following services:

- Review of state tax assessments and relevant financial documentation.
- Preparation and filing of a formal settlement offer or "Offer in Compromise."
- Negotiation with state tax authorities to resolve outstanding tax liabilities for the periods [Tax Periods].
- Advising on the terms of the final settlement agreement.

2. Client Responsibilities

You agree to provide all necessary financial records, tax returns, and information required by the state tax authorities in a timely manner. You certify that all information provided is accurate and complete to the best of your knowledge.

3. Fees and Payment

Our services will be billed as follows: [Insert Hourly Rate / Fixed Fee Amount]. A retainer of \$[Amount] is required prior to the commencement of work. Out-of-pocket expenses, such as filing fees or postage, will be billed separately.

4. No Guarantee of Outcome

While we will strive to obtain the most favorable settlement possible, we cannot guarantee that the state tax authorities will accept any offer or reduce your tax liability. Final approval rests solely with the [State Department of Revenue/Taxation].

5. Termination

Either party may terminate this agreement at any time upon written notice. In the event of 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,

[Partner/Representative Name]

[Firm Name]

Accepted and Agreed:

Signature: _____

Print Name: _____

Date: _____