

Dear [Client Name],

This letter serves to supplement our Engagement Letter dated [Date] regarding [Project/Service Name]. To ensure clarity and avoid any misunderstandings, we are formally outlining specific items, tasks, and responsibilities that are excluded from our current scope of work.

The following services are **explicitly excluded** from this engagement:

- [Specific Exclusion 1: e.g., Preparation of tax returns for foreign subsidiaries]
- [Specific Exclusion 2: e.g., Legal representation or advice in any jurisdiction]
- [Specific Exclusion 3: e.g., On-site physical inventory counts]
- [Specific Exclusion 4: e.g., Historical data cleanup prior to the fiscal year 2023]

Additional Limitations:

Please be advised that [Company Name] will not be responsible for [Specific Risk or Responsibility, e.g., identifying fraudulent activity or verifying the accuracy of third-party data provided by the client].

If you require services that fall within these excluded categories, a separate engagement letter or a written amendment to our current agreement will be required, which may involve additional fees.

Please acknowledge your understanding of these exclusions by signing and returning a copy of this letter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment:

I have read and agree to the specific exclusions listed above.

Signature: _____ Date: _____