

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Itemized Statement for Tax Year [Year]

Dear [Client Name],

Enclosed please find the itemized statement of professional services rendered and expenses incurred regarding the preparation of your income tax returns for the tax year [Year].

This statement includes a detailed breakdown of:

- Professional preparation fees
- Electronic filing fees
- Administrative and processing costs
- Additional consultation fees (if applicable)

Please review this document for your records. If you have elected to have these fees deducted from your refund, this statement serves as a confirmation of those charges. If you are paying directly, please remit payment by [Due Date].

If you have any questions regarding the specific line items or require further clarification, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for choosing [Your Company Name] for your tax preparation needs.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]