

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Nonprofit Entity Formation and Tax-Exempt Status

Dear [Client Name],

This letter confirms the terms upon which [Law Firm/Consultant Name] will represent [Organization Name] (the "Organization") in connection with its formation as a nonprofit entity.

1. Scope of Services

The services to be provided include:

- Preparation and filing of Articles of Incorporation with the Secretary of State.
- Drafting of corporate Bylaws and Conflict of Interest Policy.
- Preparation of initial organizational meeting minutes.
- Assistance in obtaining a Federal Employer Identification Number (EIN).
- Preparation and filing of IRS Form 1023 or 1024 for federal tax-exempt status.

2. Fees and Costs

The legal fee for these services will be [Fixed Fee Amount/Hourly Rate]. In addition to fees, the Organization is responsible for all out-of-pocket costs, including state filing fees and IRS user fees.

3. Client Responsibilities

The Organization agrees to provide all necessary financial data, mission descriptions, and officer information required to complete the filings in a timely manner.

4. Limitation of Scope

This engagement does not include ongoing compliance, annual reporting, or employment law advice unless specifically requested in writing at a later date.

5. Termination

Either party may terminate this agreement upon written notice. The Organization will be responsible for fees and costs incurred up to the date of termination.

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

Sincerely,

[Signature]

[Printed Name]

[Firm Name]

Accepted and Agreed:

By: _____

Name: [Authorized Representative Name]

Title: [Title]

Date: _____