

[Sender Name/Firm Name]
[Sender Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Country]

Re: Engagement for Cross-Border Entity Structuring Services

Dear [Client Contact Name],

This letter confirms the terms and conditions under which [Firm Name] ("we" or "us") will provide professional services to [Client Name] ("you") regarding the cross-border structuring of your business entities.

1. Scope of Services

The scope of our engagement includes the following:

- Analysis of legal and tax implications for entity formation in [Country A] and [Country B].
- Advice on optimal corporate hierarchy (Parent-Subsidiary vs. Branch structures).
- Review of intercompany agreement frameworks and transfer pricing compliance requirements.
- Coordination with local legal counsel in foreign jurisdictions.
- [Insert Additional Specific Services].

2. Exclusions

This engagement is limited to the services specified above. Unless otherwise agreed in writing, we will not provide ongoing bookkeeping, audit services, or representation before foreign tax authorities.

3. Fees and Billing

Our fees for this engagement will be based on [Hourly Rates / A Fixed Fee of Amount]. Out-of-pocket expenses, including filing fees and foreign counsel costs, will be billed at cost. Invoices are payable within [Number] days of receipt.

4. Client Responsibilities

You agree to provide all necessary financial data, existing organizational charts, and relevant international tax documentation in a timely manner. We rely on the accuracy of the information provided by you.

5. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary information exchanged during the course of this engagement, subject to legal or regulatory disclosure requirements.

6. Limitation of Liability

Our liability for any claims related to these services shall be limited to the total fees paid under this engagement letter.

7. Governing Law

This agreement shall be governed by the laws of [State/Country].

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

Sincerely,

[Your Name/Signature]

[Your Title]

Acknowledgment and Acceptance:

[Client Representative Name]

Date: _____