

## Closing Letter

[DATE]

[CLIENT]  
[CLIENT ADDRESS]

Re: [YEAR][TAX RETURN]

Dear [CLIENT]:

This letter is to confirm that we have completed the [YEAR][TAX RETURN] engagement.

There is a balance due of [\$AMOUNT].

All documents and records will be handled according to the document retention policy described in our engagement letter.

It was a pleasure to assist you with and I'll look forward to working with you again in the future.

Sincerely,

[ACCOUNTANT]  
[ACCOUNTING FIRM]