**For Illustrative Purposes**

Dear Client

First of all, we want to thank you for allowing us to represent you. Your Offer-in-Compromise is resolved with the IRS and this concludes our engagement. There are a few things you should bear in mind as you move forward:

1. **Revocation of our Power of Attorney**. It is our firm’s practice to revoke our power of attorney (IRS Form 2848). You will be receiving an IRS letter informing you that we have revoked our POA. This is nothing personal but we do not, as a matter of course, monitor old cases, and it is a waste of government resources for us to get copies of every piece of IRS mail you ever receive. In the event you find you need us, we are available and we can certainly be re-engaged and obtain a new Power of Attorney at that time.
2. **Compliance**. As part of your deal with the IRS you agreed to maintain tax compliance for the next five (5) years. Tax compliance means that you file your tax return on time (including extensions) and make your tax payments on-time. Any penalty for failure to do so can void your Offer-in-Compromise and result in the IRS reinstating the balance and pursuing collection again. Because of this standard we recommend you always file, even if there is no filing requirement, so there is not an issue later of whether you should or should not have filed. We also recommend you work with your accountant to ensure your ongoing tax compliance is met.
3. **Final Billing**. You will receive a final invoice from us. If there is any balance on retainer due back to you we will send payment to you, generally within 10-14 days. Likewise, if we are owed a balance we ask that you please pay that upon receipt of the invoice.

If you have any questions about the above please contact us, but otherwise it has been a pleasure working with you.

 Very truly yours,

 NAME