

Date: [Insert Date]

[Partner Name]

[Partnership Name]

[Partnership Address]

[City, State, Zip Code]

Dear [Partner Name],

We are writing to inform you of the results of the tax audit conducted for [Partnership Name] for the tax year ended [Tax Year]. Our examination has concluded, and we would like to provide you with a summary of our findings.

Audit Findings:

- Income Reported: [Insert Findings]
- Deductions Claimed: [Insert Findings]
- Additional Taxes Due: [Insert Amount]
- Adjustments Required: [Insert Details]

Please note that any additional taxes due must be paid by [Payment Deadline]. Failure to comply with this deadline may result in further penalties and interest.

We encourage you to review the full audit report attached to this notification. Should you have any questions or wish to discuss the audit findings in detail, please feel free to contact us at [Contact Information].

Thank you for your cooperation during the audit process.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]