

Tax Dispute Resolution Notification

Date: [Insert Date]

From: [Your Name]

Title: [Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Partner's Name]

Title: [Partner's Title]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of a tax dispute that has arisen regarding our partnership for the fiscal year [Insert Year]. The issue pertains to [briefly describe the tax issue].

As we strive to resolve this matter amicably and expediently, we propose the following steps:

- Review of the disputed tax documents.
- Meeting to discuss our findings and potential resolutions.
- Involvement of a neutral third-party mediator if necessary.

Please provide us with your available dates for a meeting by [insert deadline date]. We believe that through open communication, we can reach a satisfactory resolution.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]