

# Tax Correction Communication

[Your Name]

[Your Position]

[Partnership Name]

[Partnership Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Agency/Organization Name]

[Agency Address]

[City, State, Zip Code]

## **Subject: Tax Correction Notification for Partnership**

Dear [Recipient Name],

We are writing to inform you of a tax correction concerning our partnership, [Partnership Name]. After a thorough review of our records, we discovered an error in our previously submitted tax return for the year [Year].

The specific details of the correction are as follows:

- Original Amount Reported: [Original Amount]
- Correct Amount: [Correct Amount]
- Reason for Correction: [Explanation of Error]

We have taken the necessary steps to rectify this issue and have submitted the amended tax return for your review. We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

Please let us know if you require any further documentation or information. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Partnership Name]