

# Tax Document Submission

Date: [Insert Date]

[Your Name]

[Your Title]

[Partnership Name]

[Partnership Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally submit our tax documents for the fiscal year [insert year]. Enclosed, please find the necessary documentation that includes:

- Form 1065: U.S. Return of Partnership Income
- Schedule K-1 for each partner
- Partnership financial statements

If you require any further information or additional documents, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Partnership Name]