

Letter of Clarification on Partnership Financial Statements

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification on Partnership Financial Statements

We hope this letter finds you well. We are writing to provide clarification regarding the financial statements of our partnership for the fiscal year ending [Insert Date].

Upon reviewing the documents, we noticed that certain figures may have caused confusion. Specifically, [insert details of the confusion and the relevant sections of the financial statements]. We want to ensure that all parties have a clear understanding of our financial position.

To summarize:

- [Clarification Point 1]
- [Clarification Point 2]
- [Clarification Point 3]

If you have any further questions or require additional information, please do not hesitate to reach out. We appreciate your attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]