

# Partnership Fiscal Examination Notification

Date: [Insert Date]

To: [Partner's Name]  
[Partner's Address]  
[City, State, Zip Code]

Dear [Partner's Name],

We are writing to inform you that a fiscal examination of our partnership, [Partnership Name], will be conducted on [Insert Date of Examination]. This examination will assess the financial records and transactions for the period of [Insert Time Period].

Please ensure that all relevant documents and records are available for review, including but not limited to:

- Financial statements
- Tax returns
- Partnership agreements
- Expense receipts

If you have any questions or require further clarification, 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]  
[Your Contact Information]