

# Partnership Tax Return Audit Communication

Date: [Insert Date]

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

Dear [Partner's Name],

We are writing to inform you that the Internal Revenue Service (IRS) has selected your partnership tax return for audit for the tax year ending [Insert Year].

The audit process will involve a review of your partnership's financial records, including income, expenses, and deductions reported on Form 1065. Our goal is to ensure that all tax obligations are met and that everything is in compliance with IRS regulations.

The audit will begin on [Insert Start Date] and is expected to take approximately [Insert Duration]. During this time, we will need your cooperation in providing the necessary documents and information. Please prepare the following items:

- Complete set of partnership financial statements
- Copies of all relevant invoices and receipts
- Bank statements for all partnership accounts
- Any correspondence relating to deductions and credits claimed

We understand that this may seem daunting, but our team is here to assist you throughout the process. If you have any questions or concerns, please do not hesitate to reach out to us at [Insert Contact Information].

We appreciate your attention to this important matter and look forward to working together to resolve any issues that may arise during the audit process.

Sincerely,

[Your Name] [Your Position] [Your Firm's Name] [Your Firm's Address] [Your Firm's Phone Number] [Your Firm's Email]