

Partnership Tax Return Compliance Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to inform you about the compliance status of your partnership tax return for the tax year [Insert Tax Year]. It has come to our attention that the following information is required to ensure the timely and accurate filing of your partnership return:

- Details of all partners and their respective shares in the partnership.
- Income statements and documentation of all partnership transactions.
- List of deductible expenses incurred during the tax year.
- Any additional supporting documents as requested.

Please ensure that the requested information is submitted to our office by [Insert Deadline Date] to avoid any potential penalties or interest charges. Our goal is to assist you in maintaining compliance with tax regulations.

If you have any questions or need further assistance, do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Firm/Company Name]

[Your Firm/Company Address]

[City, State, ZIP Code]