

Partnership Tax Return Finalization Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As the end of the tax year approaches, we would like to formally request the finalization of our partnership tax return for the fiscal year ending [Insert Date].

Please find attached all necessary documentation and supporting materials required for the preparation of the tax return. If there are any additional documents needed or if you have any questions regarding the provided materials, do not hesitate to reach out.

We appreciate your prompt attention to this matter and look forward to your confirmation of the finalization.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]