

Partnership Tax Return Information Request

Date: [Insert Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We hope this letter finds you well. As the partnership prepares to file the tax return for the year [Insert Year], we would like to request the necessary information to ensure an accurate and timely submission.

Specifically, we kindly ask that you provide the following information:

- Schedule K-1 information for each partner
- Any income, deductions, or credits that should be reported
- Documentation of any capital contributions or distributions
- Partnership bank statements for the fiscal year

Please submit the requested information no later than [Insert Deadline Date] to allow us sufficient time to complete the tax return. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Partnership Name]

[Your Contact Information]