

Partnership Tax Return Payment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to propose a payment arrangement regarding the tax return for the partnership of [Partnership Name] for the tax year ending [Tax Year End Date]. Due to [brief explanation of circumstances], we are unable to make the full payment by the original due date.

We propose to make payments of [Proposed Payment Amount] on a [monthly/bi-weekly] basis, commencing on [Start Date] and concluding on [End Date]. This payment arrangement will ensure that we fulfill our obligations while managing our financial situation effectively.

We appreciate your understanding and cooperation regarding this matter. Please let us know if you agree to this arrangement or if there are any forms or additional information you require from our side.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Partnership Name]

[Your Contact Information]