

# Partnership Tax Return Preparation Confirmation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to prepare the partnership tax return for [Partnership Name] for the tax year ending [Date]. Our services will include the preparation and electronic filing of Form 1065, as well as any necessary supporting schedules and forms.

Please provide us with all financial records, including but not limited to, income statements, expense documentation, and prior year tax returns, by [Insert Deadline]. This will ensure that we can complete your return in a timely manner.

The estimated fee for this service will be [Insert Fee]. This fee is subject to adjustment if there are any significant issues or complexities that arise during the preparation process.

If you have any questions or require further information, please do not hesitate to contact us at [Phone Number] or [Email Address]. Thank you for choosing us to assist you with your tax return preparation.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]