

Partner Exit Financial Reconciliation

Date: [Insert Date]

To: [Partner's Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

As part of the financial reconciliation process regarding your exit from [Company Name], we have prepared the following statements and calculations to ensure a clear understanding of your final financial position as of [Exit Date].

1. Summary of Final Financial Position

Total Contributions: \$[Amount]
Total Withdrawals: \$[Amount]
Final Distribution: \$[Amount]

2. Account Balances

- Capital Account Balance: \$[Amount]
- Profit Share up to Exit Date: \$[Amount]
- Outstanding Loans (if any): \$[Amount]

3. Payment Schedule

The final distribution will be made in accordance with the following schedule:

- Payment 1: \$[Amount] on [Date]
- Payment 2: \$[Amount] on [Date]

Please review the attached documents for detailed breakdowns and verify the information presented. Should you have any questions or require further clarification, feel free to reach out.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]