

[Date]

[Managing Partner Name]

[Partnership Name]

[Address]

[City, State, Zip Code]

Re: Engagement for Partnership Tax Return Preparation

Dear [Partner Name],

This letter confirms the terms of our engagement to prepare the federal and state income tax returns for [Partnership Name] for the tax year ending [Date].

Our Responsibilities

We will prepare the following returns based on the information you provide:

- Form 1065, U.S. Return of Partnership Income
- Schedule K-1s for each partner
- Applicable State income tax returns for [State(s)]

We will not audit or verify the information you submit. We may ask for clarification, but the responsibility for the accuracy of the data lies with the partnership management.

Client Responsibilities

You agree to provide all necessary financial records, including income, expenses, and partner capital account details, in a timely manner. You are responsible for maintaining documentation to support all transactions reported on the returns. You must also inform us of any "Reportable Transactions" as defined by the IRS.

Fees

Our fees for these services will be based on [Flat Fee / Hourly Rates]. An invoice will be issued upon completion of the returns, and payment is due upon receipt. Additional fees may apply for consulting or responding to IRS inquiries not covered by this initial preparation.

Reporting Requirements

The partnership is responsible for filing the returns by the due date of [Date]. We will provide you with the completed returns for your review and signature prior to filing.

Termination

Either party may terminate this engagement at any time by providing written notice. If terminated, you agree to pay for services rendered up to the date of termination.

Please sign and return this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name/Firm Name]

Accepted by:

Signature: _____

Title: _____

Date: _____