

[Date]

[Investor Name]

[Investor Address]

[City, State, Zip Code]

Subject: Important Tax Documentation Reminder - Schedule K-1

Dear [Investor Name],

We are writing to provide an update regarding the tax documentation for your investment in [Entity/Project Name] for the tax year [Year].

As a partner in this real estate syndication, you will receive a Schedule K-1 (Form 1065) to report your share of profits, losses, and deductions. We are currently finalizing our year-end accounting and tax filings.

Timeline:

- We anticipate that your Schedule K-1 will be available on or before [Target Date].
- Once ready, you will be able to access the document via our investor portal at: [Link to Portal].

What you need to do:

- Please log in to the portal to ensure your contact information and Social Security Number (SSN) or Tax ID (EIN) are correct.
- Notify your tax professional that this document is pending so they can prepare your personal tax filings accordingly.

Please note that because real estate partnerships often require additional time to finalize depreciation and state-level reporting, many investors choose to file for an extension on their personal tax returns. We recommend consulting with your CPA to determine if this is necessary for you.

If you have any questions regarding your investment or the timing of these documents, please contact us at [Email Address] or [Phone Number].

Thank you for your continued partnership.

Sincerely,

[Your Name/Manager Name]

[Company Name]

[Website]