[Insert DD Month YYYY]

|  |
| --- |
|  |

[Insert Client Name]

[Insert Client Position]

[Insert Company Name]

[Insert Client Address]

[Suburb State Postcode]

Dear [Insert Client Name]

**Re:** **ATO Payment Demand Notice**

 **[OR]**

 **ATO Final Notice**

We hereby enclose a [Payment Demand Notice OR Final Notice] received from the Australian Taxation Office (ATO) in relation to the payment of your outstanding account. According to the ATO, there is still an amount outstanding of $[insert amount] on your account as at [insert date].

Please note that the ATO will be imposing a General Interest Charge, on top of the outstanding amount, currently at the rate of [insert interest rate]% per annum. Please pay the total amount outstanding as soon as possible to avoid further interest accruing.

If you would like our assistance in coming to a payment arrangement with the ATO, please do not hesitate to contact us on [insert telephone number].

If you have further queries on any details contained in this letter or on any other matter, please feel free to contact us on [insert telephone number].

Yours faithfully

[Insert Name and Title]