[Insert DD Month YYYY]

|  |
| --- |
|  |

[Insert Client Name]

[Insert Client Position]

[Insert Company Name]

[Insert Client Address]

[Suburb State Postcode]

Dear [Insert Client Name]

**Re: Business Activity Statement Lodgment**

We hereby enclose your completed Business Activity Statement for the period ending [insert month and year] which is due for lodgment with the Australian Taxation Office (ATO) by [insert lodgment due date].

The Business Activity Statement has been prepared on the basis of the books, records and other information provided to us by you. Whilst we have reviewed your information, no separate audit has been undertaken and accordingly we have relied upon the completeness and accuracy of the information provided by you.

We would be grateful if you would review the Business Activity Statement and, if it is in accordance with your records, then sign the Declaration for a Business Activity Statement where indicated and return the Declaration to our office for lodgment as soon as possible.

In addition to returning the signed Declaration, please ensure that any amounts owing are paid electronically to the ATO or that payment is made under any of the other authorised payment methods set out on the enclosed payment advice slip by the due date. The authorised payment methods are BPAY, credit or debit card or Australia Post.

The amounts payable are as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GST Collected** | **GST Paid**  | **PAYG Withholding**  | **PAYG Instalment**  |  | **TOTAL** |
| $ xxx.00 | $ yyy.00 | $aaa.00 | $bbb.00 |  | ($zzz.00) |
|  |  |  |  |  |  |

We have also attached our invoice for your attention.

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]**

Encl.