[Insert DD Month YYYY]

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|  |

[Insert Client Name]

[Insert Client Position]

[Insert Company Name]

[Insert Client Address]

[Suburb State Postcode]

Dear [Insert Client Name]

**Re:** **[Insert year] Income Tax Return - Reminder to Lodge**

We have enclosed a copy of correspondence that we have received from the Australian Taxation Office (ATO) reminding you of the requirement to lodge your Income Tax Return and pay any income tax liability for the year ended 30 June [insert year].

The final date for lodging your Income Tax Return and paying any income tax liability is [insert date].

Please note that if your Income Tax Return is not lodged and you have not paid your income tax liability by the due date, a Failure to Lodge Penalty may apply, and separately, a General Interest Charge will be imposed to any outstanding debts that you owe to the ATO.

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]

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| Encl. |