[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:** **Notice of Amended Assessment**

We hereby enclose your Notice of Amended Assessment that has been received from the Australian Taxation Office as a result of the lodgment of your amended Income Tax Return for the year ended 30 June [insert year].

This Notice of Amended Assessment has resulted in an amount payable of $[insert amount], which is due and payable by [insert payment due date]. This includes a General Interest Charge of $[insert GIC amount]. A payment slip advice is enclosed for your use.

[OR]

This Notice of Amended Assessment has resulted in a refund amount of $[insert amount]. The refund amount has been paid directly into your nominated bank account.

[OR]

This Notice of Amended Assessment indicates that no tax is payable, nor refundable.

The Notice of Amended Assessment is in accordance with the amended Income Tax Return, which was recently lodged on your behalf. (If there is a difference, this will need to be explained here).

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. |