[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:** **PAYG instalment amount update notice**

 **[OR]**

 **PAYG instalment rate update notice**

We hereby enclose a notice that has been received from the Australian Taxation Office (ATO) in relation to your Pay As You Go (PAYG) Instalments. The details have been updated as of [insert date], as a result of the recent lodgment of your Income Tax Return for the [insert year] financial year. Please keep this notice for your records as it shows your PAYG [amount OR rate] and your payment cycle.

[FOR PAYGI AMOUNT] The ATO has calculated your PAYG Instalment amount as being $[insert dollar amount] and is the amount you would be required to pay each quarter. This amount should be reflected on your next [choose Business Activity Statement OR Instalment Activity Statement].

[OR]

[FOR PAYGI RATE] The ATO has calculated your PAYG Instalment rate as being [insert rate]% and is the rate you should apply to your quarterly income. This rate should be reflected on your next [choose Business Activity Statement OR Instalment Activity Statement].

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. |