[Insert DD Month YYYY]

|  |
| --- |
|  |

[Insert Client Name]

[Insert Client Position]

[Insert Company Name]

[Insert Client Address]

[Suburb State Post Code]

Dear [Insert Client Name]

**Re:** **ATO Notice of Assessment**

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

This Notice of 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 if applicable]. A payment slip advice is enclosed to pay this amount.

[OR]

This Notice of Assessment has resulted in a refund amount of $[insert amount] which has been paid directly into your nominated bank account [or to my trust account in accordance with your instructions – delete if not required].

[OR]

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

The Notice of Assessment is in accordance with your 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]