[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:** **Withdrawal from PAYG instalment system**

We attach a notice that has been received from the Australian Taxation Office stating you have been withdrawnfrom the Pay-As-You-Go (PAYG) Instalment system. This is because you no longer meet the requirements to pay these PAYG Instalments.

As a result, you will no longer be required to pay PAYG Instalments from [insert date]. Any PAYG Instalments paid for the current financial year (if any) will be credited towards your income tax liability for the current financial year.

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. |