[Insert DD Month YYYY]

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The Commissioner

Inland Revenue Department

PO Box 39010

Wellington Mail Centre

Lower Hutt, 5045

Dear Sir/Madam

**Re:** **IR10 Financial Statement Summary**

We hereby notify the Commissioner that we will not be filing an IR10 Financial Statement Summary for [Insert Client’s IRD Name and IRD number] for the year ended [Insert Balance Date]. Please find enclosed a copy of the company’s financial statements, along with their income tax return for the same period.

If you have queries in relation to the above, please feel free to contact us on [insert telephone number].

Yours faithfully

[Insert Name and Title]

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| Encl. |