[Insert DD Month YYYY]

|  |
| --- |
|  |

[Insert Client Name]

[Insert Client Position]

[Insert Company Name]

[Insert Client Address]

[Suburb State Postcode]

Dear [Insert Client Name]

**Re:** **Notice of Assessment for Multiple Years - Amount [Payable/Refundable]**

We hereby enclose your Notices of Assessment that have been received from the Australian Taxation Office as a result of the lodgment of your Income Tax Returns for the years ended 30 June [insert year], [insert year] and [insert year].

Set out below is a table showing the results of each year’s Notice of Assessment:

|  |  |
| --- | --- |
| **Year Ended 30 June** | **Amount** |
|  |  |
| [insert year] | $[insert amount] [payable/refundable] |
| [insert year] | $[insert amount] [payable/refundable] |
| [insert year] | $[insert amount] [payable/refundable] |
|  |  |
| **Total Amount [Payable/Refundable]** | **$[insert total amount] [Payable/Refundable]** |
|  |  |

The Notices of Assessment have resulted in an overall amount [payable/refundable] of $[insert total amount due] [and a payment slip is enclosed for your use (if applicable)]. General Interest Charges and Late Lodgment Penalties of $[insert amount] has been included in this total (if applicable).

The Notices of Assessment are in accordance with the Income Tax Returns, which were 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]