[Insert DD Month YYYY]

|  |
| --- |
|  |

[Insert Department Name]

[Australian Taxation Office]

[Insert address]

[Suburb State Postcode]

Dear Sir/Madam

**Re:** **Amendment of [INSERT YEAR] Income Tax Return**

**[insert name and TFN of client that the request is being sought for]**

We hereby request that the abovementioned [insert name and year] [insert type of return – company, trust etc.] Income Tax Return be amended as outlined below.

The reason for the adjustment is [insert reason/s here].

Amendment Required:

We request that the [insert year] [insert type of return] Income Tax Return be amended as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ITEM | LABEL | DESCRIPTION | AFTER AMENDMENT |  | ORIGINAL |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

If you wish to discuss this matter further, please feel free to contact [insert contact person] on [insert telephone number], email [insert email address] or via fax on [insert fax number].

Yours faithfully

[Insert Name and Title]