[Insert DD Month YYYY]

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[Insert Client Name]

[Insert Client Position]

[Insert Company Name]

[Insert Client Address]

[Suburb State Post Code]

Dear [Insert Client Name]

**Re:** **Statement of account**

We enclose from the Australian Taxation Office (ATO) your statement of account, issued on [insert issue date].

The statement shows the transactions and interest for the period [insert date from] to [insert date to], along with your closing balance as $[insert amount] being payable/ refundable. This amount is due and payable by [insert payment due date]. Please note that we have redacted your Tax File Number to protect your identity for confidentiality reasons.

It is recommended that you pay this amount by the due date to avoid any general interest charges.

If you have further queries on any details contained within this letter or on any other matter, please do not hesitate to contact me on [insert telephone number].

Yours faithfully

[Insert Name and Title]

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| Encl. |