

DATE

Attn: Manager

Dear Sir/ Madam,

**Re: CLIENTS FULL NAME**

We act as accountants for CLIENTS FULL NAME.

We confirm that the FINANCIAL YEAR notice of assessment for CLIENT FULL NAME has not yet been released however the FINANCIAL YEAR Income Tax Return that has been provided is correct and has been lodged with the Australian Taxation Office.

If you have any questions in relation to the above please do not hesitate to contact our office.

Kind regards,

SIGNED  
NAME  
POSITION

**NOTE: LETTER MUST BE PROVIDED ON ACCOUNTANTS COMPANY LETTERHEAD.**