Thursday, March 15, 2018

«ClientName», «ClientPrimaryContactName»

«ClientAddress»

«ClientCity» «ClientRegion» «ClientPostCode»

Dear «ClientPrimaryContactName»,

**Re: Activity statement for «ClientName»**

Attached is your completed activity statement for the period ending ##Period Ending~~Text## that is due for lodgement with the Australian Tax Office (ATO) by ##Lodgement Date~~Date##.

Please review each page of this activity statement. To confirm that all items are true and correct, sign and date all declarations.

Your activity statement will be electronically lodged once we have received your signed and dated declarations.

We've calculated a total amount payable of $##Amount Payable~~Number##.

**To avoid any interest or penalties make sure you pay the ATO by the ##Lodgement Date~~Date##.**

Should you have any questions, please feel free to contact me on ##Contact Number~~Text##.

Yours sincerely,

**##Signed By~~Text##**

##Signed By Job Title~~Text##