EMAIL TEMPLATE: BOOKKEEPERS AND TAX AGENTS

KEY DATE REMINDER\_PROVISIONAL TAX

# PURPOSE

An email template to remind your client that an upcoming provisional tax payment is due.

# EMAIL FEATURES

In this email you:

* Confirm upcoming dates
* Remind your client to make payment (if you do not do this for them)

# EMAIL TEMPLATE

Use the template below as a starting point.

Select the options that suit your business. Select the options that suit your business. These options are in yellow highlighted text. Prompts to consider are included in red guidance text.

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| Subject Line: **Your Business Name | Key Reminders | Provisional Tax Due**Hi [client name],Your provisional tax is coming up for payment on **insert date**. 1. **Provisional Tax Amount Due** You have $XXX to pay.
2. **Payment** [We will arrange payment on your behalf by the due date].[You need to set up a future dated payment by the due date to avoid incurring penalties or interest.] \*\*Select as applicable based on whether you or your client sets up payment\*\*
3. **Difficulties in Paying** If you are unable to make GST payment in full by the due date, please let me know immediately so I can arrange a payment plan on your behalf.

**Queries** If you have any queries, please email us or call. If you require an appointment for a more detailed query, please use this link to book a time to suit you. \*\*Use if you use scheduling tool such as Calendly, acuity etc.\*\* xMany thanks for working with us. [Your name][Email][Contact Number][Logo] |
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