[DateOfLetter]

<<Member’s Full Name>>

<<Member’s Address Line 1>>

<<Member’s Address Line 2>>

Dear <<Member’s First Name>>

**[FundName]**

**COVID-19 (Coronavirus) – Early Release of Superannuation**

We refer to your request for early release of your superannuation benefits in the Fund and the determination from the Australian Taxation Office (**ATO**) authorising the lump sum payment of <<$10,000>> from your accumulation balance in the Fund.

Pursuant to your request, we confirm that the amount of <<$10,000.00>> authorised under the ATO’s determination has been transferred to your nominated bank account. This payment is comprised of the following components:

|  |  |
| --- | --- |
| Taxable – Taxed Element: | <<$7,500.00>> |
| Tax Free | <<$2,500.00>> |

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

[TrusteesOrDirectorsFullNames]

[FundPostalAddressBlock]