**TEMPLATE**

Date

Revenue NSW

PO Box A2571

SYDNEY SOUTH NSW 1235

Email: quarantinefee@revenue.nsw.gov.au.

Dear Sir/ Madam

I am applying for a write off of my outstanding quarantine debt as I am experiencing severe financial hardship as a result of:

**Pick one or both of the following and explain your circumstance**

* My domestic circumstance
* My medical circumstance

I have enclosed the following supporting documentation:

* A statement of financial circumstance
* Copies of three (3) months of bank statements
* A letter from my medical practitioner
* A letter from an advocate or community organisation

Due to my situation I am not able to meet a minimal payment amount against my debt.

If you would like any further information, please contact me on Ph:

Yours sincerely

Name

Address