[Insert DD Month YYYY]

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|  |

[Insert Client Name]

[Insert Client Position]

[Insert Company Name]

[Insert Address]

[Suburb State Postcode]

Dear [Insert Client Name]

**Re: ASIC Late Payment Fee**

The Australian Securities & Investment Commission (ASIC) has issued the attached notice in relation to the non-payment of your Company Statement fee, which we previously sent to you.

As the fee was not paid by the due date, ASIC has now imposed an automatic late fee, bringing the total payable up to $[insert new total fee amount].

Please ensure that you pay this amount immediately, as the next step for ASIC will be to impose an additional fee of $[insert additional late payment fee].

If you have further queries on any details contained in this letter, or on any other matter, please feel free to contact us on [insert telephone number].

Yours faithfully

[Insert Name and Title]

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| Encl. |