[Insert DD Month YYYY]

|  |
| --- |
|  |

[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 and Investments Commission (ASIC) has issued the attached notice in relation to the non-payment of your Company Statement fee, which we previously sent to you on [insert date].

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]

|  |
| --- |
| Encl. |