

Sample Template - 1st Late Notice

Subject: Late Filing Notice [Date of Notice]

Dear [Filer Name],

According to our records, you have not filed your [Filing Event] Form 700 statement, which was due on [DATE].

Action Required: To avoid possible administrative enforcement, you must: [Depending on which requirement is due, choose either requirement or both]

- E-File your Form 700 statement [online](#) immediately
- E-File your Ethics Training Declaration [online](#) immediately

Please remember that except for deadlines that fall on a Saturday, Sunday or an official state holiday, there is no provision in the law for an extension of a filing deadline.

Please note that failure to timely file your Form 700 or Certificate of Ethics Training may result in enforcement action and administrative penalties.

If you believe you have received this notice in error, please contact me immediately so that we can resolve any discrepancies.

Sincerely,

[Filing Officer Signature Block]