

**Sample Template - 2nd Late Notice**

Subject: Late Filing Notice - Final 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]