

Intent to Levy Financial Penalty

Date:

To:

Address:

Subject: Notice of Intent to Levy Financial Penalty

Dear ,

This letter is to inform you that intends to levy a financial penalty against you due to the following reason(s):

The penalty amount is: \$

Please be advised that unless payment is received within days from the date of this letter, further actions may be taken as permitted by law.

If you have any questions or wish to discuss this matter, you may contact at .

Sincerely,