Mr A & Mrs L Marriott

 25 Highfield Road

 Southport

 PR9 8QL

11th May 2016

Dear Mr & Mrs Marriott

**A C Marriott Retirement Benefits Scheme**

Please be advised that your £29.00 Annual Fee is now due to be paid to The Pensions Regulator.

As there are insufficient funds in the scheme bank account the fee is unable to be taken from the scheme. Please therefore arrange for the enclosed Direct Debit form to be completed and returned so the fee can be paid directly by yourselves. If the annual fee is not paid The Pensions Regulator will impose fees on yourselves as the Trustees.

I trust this to be in order, however should you have any questions, please don’t hesitate to contact us on 0844 410 0037 where a member of the team will be happy to help.

Yours sincerely,

***Natalie Davies***

***Pensions Administrator***