Mr A & Mrs L Marriott

 25 Highfield Road

 Southport

 PR9 8QL

02nd October 2015

Dear Mr & Mrs Marriott

**A C Marriott Retirement Benefits Scheme**

Please be advised that the 2015-2016 Annual Administration Fee for the above scheme is now due and I have enclosed the applicable invoice.

As there is only £386.74 in the scheme bank account we are unable to take our fee from the scheme. Please can you arrange for the outstanding fee to be paid directly.

If you would like the fee to be part paid from the scheme then we would be able to use £300.00 of the balance leaving £300.00 due. Please confirm how you would like to proceed and once the payment has been made.

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,

***Andy Johnson***

***Senior Pensions Administrator***