

[Print on Employer's Letterhead]

[Company Name and Address]

<<Tax office address>>

<<Date>>

Dear Sir / Madam,

Please note that the registered office address of the company (number <<COMPANY NUMBER>>

<<COMPANY NAME IN FULL>>, registration number <<REGISTRATION NUMBER>> has moved to <<New registered office address>>

<<New registered office address>>

With effect from <<date>> Please note that the company has moved to <<New registered office address>> which the company deals.

<<New registered office address>> Please note that the company has moved to <<New registered office address>> which the company deals.

Thank you for your attention in this matter.

Yours faithfully,

<< Company Secretary Name >>

For and on behalf of <<Company Name>>

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