

*[Print on Employer's Letterhead
and Registered Address]*

Companies House
Crown Way
Cardiff
CF14 3UZ

<<Date>>

Dear Sir / Madam,

The Board of Directors has
[Special Resolution] - <<insert

ne, Number, Place of Registration

of the [Ordinary Resolution]
filed with you.

Thank you for your attention in

Yours faithfully,

Signed

<<Name and Title>>

For and on behalf of <<Compa

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