

<< Full Name of Charitable Company Limited by Guarantee>>  
<<Address of Charitable Company Limited by Guarantee>>

<<Full name of member>>  
<<Full address of member>>

<<Date>>

Dear Sir/Madam,

**Application for membership of** <<Name of Charitable Company Limited by Guarantee>> ("The Company")

The Charitable Company's Directors and Trustees have received your completed form of application to become a member of the Company.

The Directors and Trustees have considered your application, and accordingly I have pleasure in confirming that, as from the date of this letter, you are now a member of the Company.

Your membership is subject to the Memorandum and Articles of Association of the Charitable Company. Please note that membership is for life, and that if you wish to resign as a member at any time, you may do so by giving notice in writing to the Directors and Trustees stating that you wish to resign and giving a date on which the resignation is to take effect, a date which should normally be at least 14 days before the date of your letter.

I have added your details in our Register of Members, and [as requested] I enclose your membership certificate signed by the Directors and Trustees.]

If your address for correspondence has changed since you gave it to us so that we can amend your contact details in our records.

Yours faithfully,

Signed.....

NAME:

Charitable Company Secretary