

Letter regarding the voluntary strike off application

[<<Insert Company Name>> the “Company”)

<< insert date>>

[By hand/post]¹

Dear <<insert name of member/creditor>>

Voluntary strike off application Companies Act 2006

We are writing to inform you that in accordance with section 1003, Part 31 of the Companies Act 2006, the Registrar of Companies to voluntarily strike the Company off the register.

We are proposing to make the Application <<insert reason(s) as to why the Application is being made>>³.

As a[n] <insert member/creditor/> interested in the Application and a

If you have an objection to the Application, please notify us as soon as possible stating your reasons for objecting. You will have the opportunity to formally object to the Application once you receive a copy of the Application as published in the Gazette. You will need to provide supporting evidence for your objection. Please contact the Registrar at Companies House and seek your own legal advice if you require further information or clarification as to the Application.

If you require any further details, please contact the Registrar at Companies House. Name of relevant director/company secretary>>.

Yours faithfully,

For and on behalf of⁵:

<<Insert Company Name Limited>>

¹ This letter should be posted or left at the last known address of the Company (or its registered office (company or other body)).

² This letter can also be used to notify other relevant parties of the Application.

³ As detailed a reason should be given as possible to justify the Application is being made and limit the possibility of objections.

⁴ The Application must be copied to the relevant parties.

⁵ The notice should be signed by a director of the company.