

<<INSERT COMPANY NAME
OFFICE>>

Companies House
Crown Way
Cardiff
CF14 3UZ

<<INSERT DATE>>

Dear Sir / Madam,

In relation to the reduction of the
<<COMPANY NAME IN FULL>>
the [Board of] [Sole] Director[s]
with you in accordance with section

REGISTRATION AND REGISTERED

- the Special Resolution;
- the Notice of Reduction
of Capital (Form SH15);
- a statement by the director[s]
share capital is in accordance

g a share redenomination) of
<<COMPANY NUMBER>>,
the following documents be filed
Companies Act 2006:

Redenomination and Statement

confirming that the reduction in
4) of the Companies Act 2006.

Thank you for your attention in

Yours faithfully,

Signed

<< Company Secretary Name >>

Company Secretary/Director¹

¹ Delete as applicable