

<<INSERT COMPANY NAME
OFFICE>>

Companies House
Crown Way
Cardiff
CF14 3UZ

<<INSERT DATE>>

Dear Sir / Madam,

In relation to the reduction of the
registration number <<COMPAN
instructed that the following do
644 of the Companies Act 200

- the Special Resolution
- the Solvency Statement
- the section 644(5) state
- the Statement of Capital
- Fee of [£10 for a stand

Thank you for your attention in

Yours faithfully,

Signed

<< Company Secretary Name

Company Secretary/Director¹

¹ Delete as applicable

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REGISTRATION AND REGISTERED

COMPANY NAME IN FULL>>,
board of] [Sole] Director[s] has
u in accordance with section

644 & 649));
a same day service]