

<<INSERT COMPANY NAME  
OFFICE>>

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

<<INSERT DATE>>

Dear Sir / Madam,

In relation to the redemption of <<COMPANY NAME IN FULL>>,  
registration number <<COMPANY NUMBER>>, the Board of Directors has instructed  
that the attached Form SH02 be completed.

Thank you for your attention in this matter.

Yours faithfully,

Signed

<< Company Secretary Name >>

Company Secretary

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REGISTRATION AND REGISTERED