

<<INSERT COMPANY NAME
OFFICE>>

Companies House
Crown Way
Cardiff
CF14 3UZ

<<INSERT DATE>>

Dear Sir / Madam,

Please find enclosed the following documents of <<Insert company name>>:

- (a) ordinary resolution[<<Insert name of general meeting>>];
- (b) Form TM01 in response to <<Insert name of director to be removed >>[; and
- (c) Form AP01 in response to <<Insert name of director to be appointed >>]

Thank you for your attention in this matter.

Yours faithfully,

Signed

<< Company Secretary Name >>

Company Secretary

S

A

M

P

L

E