

[Print on Employer's Letterhead] Company Name and Address]

<<Tax office address>>

<<Date>>

Dear Sir / Madam,

Please note that the registered office address of <<COMPANY NAME IN FULL>>, registration number <<COMPANY NUMBER>> is moving to

<<New registered office address>>

With effect from <<date>> Please inform us of any change in the tax office with which the company deals.

Thank you for your attention in this matter.

Yours faithfully,

<< Company Secretary Name >>

For and on behalf of <<Company Name>>