

[Print on Employer's Letterhead and Registered Address]

Company Name, Number, Place of Registration

Companies House
Crown Way
Cardiff
CF14 3UZ

<<Date>>

Dear Sir / Madam,

The Board of Directors has
[Special Resolution] - <<insert

of the [Ordinary Resolution]
filed with you.

Thank you for your attention in

Yours faithfully,

Signed

<<Name and Title>>
For and on behalf of <<Company Name>>

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