

[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 passed an Ordinary Resolution to enable you to attend the meeting.

of the attached Shareholders' Resolutions. Conflicts of interests be filed with the Registrar of Companies.

Thank you for your attention in this matter.

Yours faithfully,

Signed

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

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