

To:

<<insert name of relevant Company>
<<insert relevant address/registered

<<Date>>

Dear Sir / Madam,

Re: **Request to inspect Register of Directors and Officers of Companies Limited by Guarantee (PSC Register)**

In accordance with [my/our] statutory duties, I/we hereby notify you that [I/we] wish to e

The purpose of this request is:

<<insert relevant details>>

As required by statute, this request is

<<insert relevant details, name and a

Thank you for your attention in this m

Yours faithfully,

<< insert relevant name >>

[For and on behalf of <<Company Na

¹ For an individual this will be name and address, for a company this will be the name of an individual responsible for making the request on behalf of the organisation.