

[Print on Letterhead or insert details of Company Name, Number, Place of Registration and

Companies House
Crown Way
Cardiff
CF14 3UZ

<<Date>>

Dear Sir / Madam,

Re: **Request for Resolution of Address ("ROA")**

We refer to your notice to us dated <<insert relevant date>> regarding our use of <<insert relevant address>> as our ROA and whether you wish us to continue to use this address as our ROA.

In our opinion we are legitimately entitled to use <<insert relevant address>> as our ROA and we have the necessary authority to do so.

As part of your current investigation into this matter, please find enclosed the following documents evidencing our use of <<insert relevant address>> as our ROA:

- <<insert name of evidencing document>>
- <<insert name of evidencing document>>

Thank you for your attention and we hope the matter can be resolved with all due speed. Please contact << insert name of relevant administrator & relevant contact details >> should you require any further information or clarification regarding the matter.

Yours faithfully,

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

¹ Evidencing documents that Company has a right such as a freehold or leasehold interest in the address or a group undertaking to use the address as its registered office company at the ROA and dated no more than 12 months prior to notice to the company.

(1) documents showing a proprietary interest in the address, (2) a written agreement entitling the company to use the address or (3) a utility bill addressed to the company on the date on which the registrar has given notice.