

[<<Insert Company Name>> the "Company")

<Insert Date>>

[By post/email]

Dear <<Insert Name of Shareholder>>

**Consent to Abridged Accounts:** <<Insert Relevant Period>>

We refer to our [letter/email] to <<Insert Name of Shareholder>>. We have now received the unanimous consent of all the Company's shareholders in respect of the drawing up of abridged accounts in accordance with Section 444(2A) of the Companies Act 2006 for the financial year ended <<Insert Date of Preceding Financial Year>>.

In accordance with this you will receive the abridged accounts of the Company rather than full accounts for the above mentioned period.

Yours faithfully,

.....  
For and on behalf of:

<<Insert Company Name Limited>>

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