

Letter enclosing Application

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

<< insert date>>

[By hand/post]¹

Dear <<insert name of member/creditor/etc>>

**Voluntary strike off application
Companies Act 2006**

We are writing to inform you that in accordance with section 1003 of the Companies Act 2006, the directors of the Company have made an application to the Registrar of Companies to strike the Company off the register.

In accordance with section 1006 of the Companies Act 2006, a copy of the Application must be given to certain categories of people (member/creditor/employee etc>> of the Company, you are such a person. A copy of the Application is enclosed with this letter a copy of the Application is also available on the Companies House website.

If you have an objection to the Application, you must notify the Registrar following notification of the Application in the Gazette. You must provide supporting evidence for your objection. Please contact the Registrar for more information or clarification as to the process for objecting to the Application.

Yours faithfully,

.....

For and on behalf of⁴:

<<Insert Company Name Limited>>

¹ This letter must be served in accordance with the Companies Act 2006. This includes being posted or left at the last known address (individual) or at the principal place of business (company).

² Section 1006 Companies Act 2006 lists the person who must be notified. This is a continuous obligation (s.1007 CA 2006). The directors must therefore send a copy of the Application to all the categories of people listed in section 1006.

³ In practical terms the application will be a copy of the Application.

⁴ The notice should be signed by a director of the company.

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