

<<INSERT COMPANY NAME
OFFICE>>

Companies House
Crown Way
Cardiff
CF14 3UZ

<<INSERT DATE>>

Dear Sir / Madam,

**[REDUCTION][CANCELLATION] PREMIUM ACCOUNT s.610(4)
COMPANIES ACT 2006**

In relation to the [reduction][cancellation] of the
<<COMPANY NAME IN FULL>> [Board of][Sole] Director[s] has
you in accordance with section 610(4) of the Companies Act 2006:

- the Special Resolution
- the Solvency Statement
- the section 644(5) statement
- the Statement of Capital
- Fee of [£10 for a standard]

premium account of
<COMPANY NUMBER>>, the
following documents be filed with
Act 2006:

4)); and
same day service].

Thank you for your attention in

Yours faithfully,

Signed

<< Company Secretary Name

Company Secretary/Director¹

¹ Delete as applicable