

To: The trustees/directors of <<Insert full name of the charity>> (a charity)>>

<<Insert date>> (circulation date)

Dear trustees/directors,

<<Insert full name of the charity>> (as << insert charity's trading name>> ("the Charity"))

In accordance with [article 10]¹ of the following resolutions be passed by the directors (trustees).

[Insert the following resolutions]

[In addition:

1. I propose that the following documents, final drafts of which are attached, be approved by you:

- <<Insert document>>
- <<Insert document>>
- <<Insert document>>

2. I propose that <<insert name of director>> and <<insert name of trustee/director>> be authorised to execute the Documents of the Charity as deeds and taking all such steps as they may consider necessary in connection with the execution of such Documents, including the execution of any minor amendments or variations as required.]

By signing this letter you confirm that:

- You carefully considered your duties under section 172 of the Companies Act 2006 in relation to the Charity.
- You declared below the extent of your interest in the Resolutions in accordance with the requirements of the Companies Act 2006 and the Charity's articles of association.

Name of director/trustee

extent of interest

The Resolutions should be adopted by the directors (trustees) on <<insert date>>.

It shall not be necessary for all of the directors (trustees) to sign the same counterpart of this letter in order for the Resolutions to be approved [and the Documents and their execution to be approved].

¹ Article 10 is the relevant article in the Model Articles for Companies Limited by Guarantee.

By signing and dating a copy of
[registered] address, you will con
[and the Documents and their exe

g it to me at the Charity's above
nd agreement to the Resolutions

Yours faithfully,

<<insert name of secretary or rele

<<signature of secretary or releva

Agreed by: <<insert name of direc

Signature of director/trustee:

Date:

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