

To: All of the trustees of <<Insert full name of the unincorporated charitable association>>  
<<Insert date>> (circulation date)

Dear trustees,

<<Insert full name of the unincorporated charitable association>> (“the Charity”)

In accordance with sub-Clause [2] of the Charity’s constitution, I hereby propose that the following decisions, approvals and resolutions (the **Resolutions**), be passed as written Resolutions of the Charity.

### [Insert title of the Resolutions]

[In addition:

1. It is proposed that the following Documents (the **Documents**), final drafts of which are attached, be approved by the Charity by means of a written Resolution:

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

2. It is proposed that <<insert name of trustee>> (as authorised by the Charity’s constitution) be authorised, by means of a Resolution, to execute the Documents on the Charity’s behalf, and to take all such other action as such persons may consider necessary or appropriate in connection with the execution of such Documents, including the execution of such Documents and the agreement to minor amendments or variations to such Documents.]

By signing this letter you confirm that you have read and understood the contents of this letter:

- You carefully considered the contents of this letter, including your duty to act in the best interests of the Charity, and to exercise such care and skill as is reasonable in the circumstances.
- You declared below the nature and extent of any interest, direct or indirect, in the Resolutions in accordance with Clause [22] of the Charity’s constitution:

Name of trustee	Nature and extent of interest

As permitted by sub-Clause [21] of the Charity’s constitution, in order for the Resolutions to be validly passed [and the Documents to be approved] as written Resolutions of the Charity’s trustees, all of the trustees who agree the Resolutions do not have to sign this same copy of this letter, but each trustee must sign any other copy of it.

<sup>1</sup> Each reference in this template to a clause number refers to the corresponding clause in the Charity’s constitution. If the charity is using a different form, each clause reference in this template must be amended so that it is to the correct clause in the charity’s constitution.

As required by sub-Clause [21(15)] it shall be necessary for all of the trustees to agree the Resolutions

By signing and dating this copy of the Resolutions, you will confirm your approval of and agreement to the execution of the Resolutions [and the Documents and their execution] and to the above.

The Resolutions should be adopted by the Trustees of the Charity at its principal office at <<insert date>> of the date of circulation of this letter.

Yours faithfully,

<<insert name of secretary or relevant officer>>

<<signature of secretary or relevant officer>>

Agreed by: <<insert name of trustee>>

Signature of trustee: .....

Date: .....

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nsert date which is within 28 days