

To: The Directors

<<Insert Company Name and Address>>

<<Insert Date>>

Dear Sirs,

Recommendation of candidate for appointment as a Director of the Company

[I am aware that the Company is looking for a new director in order to<<insert reason to appoint new director>>]

I hereby give notice to the Company that I propose << Name >>as a director of the Company [because <<insert reason for proposing candidate if relevant>>].

<< Name >>is a fit and proper person to be a Director of the Company and has not been:

- disqualified from acting as a director of a company;
- prohibited by law from acting as a director of a company;
- an undischarged bankrupt;
- convicted of an offence, criminal or otherwise, under the Rehabilitation of Offenders Act 1974; and
- the subject of a composition with creditors from which they have not been discharged.

The particulars of << Name >> are:

- <<Full Name>>;
- <<Former Names(s)>>;
- <<Service Address>>;
- <<Country or state (or part of country)>> resident>>;
- <<Nationality>>;
- <<Date of Birth>>; and
- <<Usual residential address>>.

I enclose a notice executed by << Name >> in their own right and willingness to be appointed.

Yours faithfully,

<<Insert name of Proposer>>