

*[Print on Employer's Letterhead and Registered Address]*

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

<<Date>>

Dear Sir / Madam,

The Director has instructed that the following documents be filed with you:

1. Shareholders' special resolution in favour of new articles of association suitable for a sole director company.
2. New articles of association for the sole director company.

Thank you for your attention in this matter.

Yours faithfully,

Signed

<<Name and Title>>

For and on behalf of <<Company Name>>

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