XYZ Limited[Company address]

 1 November 2013

[Shareholder name]

[Shareholder address]

Dear [Shareholder name]

**Invitation to apply for new shares of XYZ Limited (the Company)**

I am writing in connection with the company’s proposed allotment of 1,000 new ordinary shares of £1.00 each. These are to be issued at a price of £1.00 each fully paid.

As an existing shareholder, the company’s constitution gives you the right to apply for some of these shares based on your current shareholding. You can therefore choose to apply for some or all of 100 new ordinary shares of £1.00 each.

*[You may want to include details of information you’re enclosing about the proposed share issue, the use to which funds are to be put and a suggestion to seek investment advice if unsure about whether to apply for shares.]*

If you wish to apply for shares, you should complete, sign and date the enclosed Letter of Application and return it to the above address with a cheque in payment for the shares. You do not have to apply for any additional shares. In that case, you need to nothing with this letter.

Any application must be received by the company on or before 1 December 2013. If an application is not received by that date, you will be treated as having waived your right to apply for shares. The company may then choose to invite new investors to apply for the available shares.

Please do not hesitate to contact me if you have any queries concerning the proposed share issue.

Yours faithfully

[Signature]

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Director / Company Secretary