XYZ Limited[Company address]

 1 July 2014

[Shareholder name]

[Shareholder address]

Dear [Shareholder name]

**Allotment of new shares of XYZ Limited (the Company)**

Thank you for your application for shares in the Company.

Following a meeting of the board on 23 June 2014, I am pleased to confirm that you have been allotted 1,000 ordinary shares at a price of £1.00 per share, credited as fully paid, subject to the Company’s Articles of Association.

Having received full payment for these shares, I enclose a share certificate in respect of your new shareholding. I can also confirm that your name and details of your shareholding have been entered into the company’s register of members.

Please do not hesitate to contact me if you have any queries.

Yours faithfully

[Signature]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director / Company Secretary