XYZ Limited[Company address]

1 September 2016

[Shareholder name]

[Shareholder address]

Dear [Shareholder name]

**Call of £1.00 per ordinary share in XYZ Limited (the Company)**

I write further to the call notice sent to you on 1 June 2016 requiring payment of the call upon your unpaid shares. The call amount of £50.00 was not received by the Company by the due date of 29 August 2016.

You are now required to pay the call amount along with interest at a rate of 5% per annum from 30 August 2016 up to and inclusive of the date of payment.

Payment, together with the original share certificates, must now be received by 14 September 2016. Payment should be made by cheque payable to XYZ Limited or by electronic transfer to:

* Account number: 012345678
* Sort code: 12-34-56
* Bank: The Bank Plc
* Account name: XYZ Limited

Should the call payment not be received by the Company by the end of 14 September 2016 the shares will, under the provisions of the articles of association, be liable for forfeiture. Even if the shares are forfeited, however, you will still remain liable for the amount of the call and interest accrued.

Please do not hesitate to contact me if you have any queries about the call on the Company’s shares.

Yours faithfully

[Signature]

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

Director