|  |  |
| --- | --- |
| **To:** | The Directors  COMPANY NAME LIMITED (Company registration number) |
|  | Registered office address line 1 |
|  | Registered office address line 2 |
|  | Town |
|  | County |
|  | Postcode |
|  |  |
|  | Date |

To the Directors,

**Appointment of an alternate director**

I hereby appoint Name of alternate director of Residential address of alternate director to act as my alternate [in my absence at the meeting of the Directors to be held on [Date] and at any following meetings] **OR** [at any meetings of the Directors which occur during my period of absence from [Start date of absence] to [Date of return].

This appointment is in accordance with article Number of the Company’s articles of association.

The alternate’s service address will be the Company’s registered office address. As required to register the appointment with Companies House, I will supply the alternate’s date of birth under separate cover. 

This appointment is to remain in force until revoked by me.

Yours faithfully

|  |  |  |
| --- | --- | --- |
| Signed: |  |  |

|  |  |  |
| --- | --- | --- |
| Dated: |  |  |