XYZ Limited[Company address]

 20 January 2016

[Member name]

[Member address]

Dear [Member name]

**Membership of XYZ Limited (the Company)**

Thank you for your application for membership of the Company.

Following a meeting of the board on 19 January 2016, I am pleased to confirm that your membership application has been accepted.

I therefore enclose a membership certificate and can also confirm that your name has been entered into the company’s register of members. I also enclose a copy of the company’s articles of association, which sets out details of how the company is governed.

*[You may wish also to enclose a copy of any other rules that relate to membership and documents about the benefits which membership of the company confers. It’s also a good time to remind the member of any fees due now or in the future, as well as the dates of any meetings to which they are invited.]*

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

Yours sincerely

[Signature]

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Director / Company Secretary