XYZ Limited[Company address]

 20 January 2016

[Proposed member name]

[Proposed member address]

Dear [Proposed member name]

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

XYZ Limited is a company limited by guarantee. As such, it has members rather than shareholders, who are each entitled to:

* Receive a copy of the company’s annual accounts;
* Attend general meetings and cast a vote;
* Elect directors by voting at the members’ meeting; and
* Vote on any significant changes to the company, its purpose, its name or how any profit is applied.

Any profit made by the company will be retained as a contribution towards the cost of activities in future years. You will not, therefore, be entitled to receive any dividend or other distribution from the company, including if the company is wound up.

The company’s constitution is contained in the articles of association*, its rules and by-laws*. A copy of the articles *and the other rules made to date are* available on request.

If the company is wound up, the maximum you commit to paying towards the company’s debts is £1. This is the guarantee you would make upon becoming a member, as described in the articles of association, and applies for the time you are a member and 12 months thereafter.

If you wish to apply for membership, you should complete, sign and date the enclosed Letter of Application and return it to the above address *with payment of the first subscription fee*.

*[You may want to include details of any subscription fee due at the start of membership, together with any renewal fees, including how and when they’re charged and that a subscription fee may not be refunded if the company is wound up, even if it takes place part way through a subscription year.]*

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

Yours sincerely

[Signature]

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

Director / Company Secretary