

<<Your Address Line 1>>
<<Your Address Line 2>>
<<Your Postcode>>
<<Your Contact Phone Number>>
<<Your Email Address>>

**HMRC
CT Services
Corporation Tax Services
HM Revenue and Customs
BX9 1AX**

Date: <<Insert Date>>

Dear Sirs,

<<Company Name>> (UTR Number <<Insert 10 Digit Reference>>)

The abovenamed Company is dormant and will remain dormant until further notice. I enclose Dormant Company Accounts as filed with Companies House as evidence of its trading status.

We would be grateful if you could update your records at HMRC and note that forms CT600 will not be filed.

Kind Regards,

Yours sincerely,

<<Directors Name>>

Director