XYZ Limited[Company address]

 1 May 2014

[Shareholder name]

[Shareholder address]

Dear [Shareholder name]

**Call of £0.50 per ordinary share in XYZ Limited (the Company)**

I am writing to inform you that, further to a resolution made on 15 April 2014 by the Board of Directors, a call of 50 pence per ordinary share of the Company has been made. This call is to be paid on or before the due date of 1 July 2014.

You are therefore requested to pay the call in respect of the shares registered in your name. Based on your shareholding of 100 ordinary shares, the amount due is £50.00. By the due date, you should therefore return to the Company at the above address:

* A cheque in payment of the call; and
* The original share certificate covering these shares.

A new share certificate will be issued showing the fact that the call has been paid.

It is important that you pay the call by the due date. The Company may charge interest on the call at a rate of 5% per annum if payment is not made on time. Furthermore, failure to pay the call by the due date will make the shares liable to forfeiture. You will usually remain liable to pay the call even if you the shares are transferred before the call has been paid.

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

Yours faithfully

[Signature]

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Director / Company Secretary