Director’s home address

The Directors

COMPANY NAME (Company registration number)

Address line 1

Address line 2

Town

County

Postcode

Date

Dear Sirs,

**Declaration of interest in proposed loan arrangement with Company Name**

Pursuant to section 177(1) of the Companies Act 2006 and in accordance with the provisions set out in section 184 of the Companies Act 2006, I hereby give you written notice that in my capacity as a director of Company Name (‘the Company’), I have an interest in a proposal that the Company shall provide to me a loan in the amount of £XX,XXX.XX [amount of proposed loan]. The purpose for which the loan is required is [details of the purpose of the loan] and the loan is proposed on the following terms:

Amend/delete as required:

* That the loan shall be documented by a loan agreement between myself and Company Name.
* That the interest rate applied to any outstanding loan balance shall be X% [interest rate applying] per annum.
* That the loan shall be repaid in full no later than Date [proposed date of full repayment] and that the repayment terms are [details of repayment terms, such as repayment intervals, etc.,].

I propose that a meeting of the directors be held to consider the suggested loan arrangement and that this letter serve as notice of the meeting. It is proposed that the meeting shall be held on Date at Time at [location of meeting] Address line 1, Address line 2, Town, County, Postcode.

Yours faithfully

Signature

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Director