

[Insert your Company Name]
[Insert your Company's Registered Office Address]

Corporation Tax Services
HM Revenue and Customs
BX9 1AX
United Kingdom

[Insert date]

Dear Sirs,

[Insert your Company Name]
[Insert your Company Number]
Dormant for Corporation Tax Purposes

The above Company was recently incorporated on [insert date of incorporation].

The company's UTR number is [insert UTR Number].

This Company will not begin trading until further notice and so will not be subject to Corporation Tax. Should this status change in the future, we will inform you as soon as possible.

Please confirm that this Company shall be treated as dormant for Corporation Tax purposes.

Yours faithfully,

[Insert Director's Full Name]
Director