[Insert Logo]

[Today’s Date] Tuesday, March 2, 2021

[Company Legal Name]   
[Company’s Registered Address]

To whom it may concern:

Here is the ownership structure and Ultimate Beneficiary Owners of [Company Legal Name]:

|  |  |
| --- | --- |
| **Ultimate Beneficiary Owner(s)** | **Percentage Owned** |
| [Name] | [ x %] |

Here is the list of current Directors of [Company Legal Name]:

|  |  |
| --- | --- |
| **Name** | **Title** |
| [Name] | [Title] |

Kind regards,

[Insert Signature]

[Name]  
[Title]