

[Your Company Name]
[Your Company's Registered Office Address]

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

[Date]

Dear Sir or Madam,

[Your Company Name]
Company Number: [Your Company Number]

Confirmation of Dormant Status for Corporation Tax

The company mentioned above was incorporated on [date of incorporation].

Our company's Unique Taxpayer Reference (UTR) is [UTR Number].

We confirm that this company has not started trading and will remain dormant, undertaking no trading activities until further notice. Therefore, it will not be liable for Corporation Tax at this time. Should this situation change, we undertake to notify HM Revenue and Customs promptly.

Kindly confirm receipt of this notice and acknowledge that the company is recognised as dormant for Corporation Tax purposes.

Yours sincerely,

[Director's Full Name]
Director