

Letter of Business Dormancy

Date: [ ]

To,  
The Registrar of Companies,  
[Office Address]

Subject: Intimation of Dormant Status of Business

Dear Sir/Madam,

I, [ ], holding the position of [ ] at [ ] (Company Registration Number: [ ]), hereby formally notify that the above-mentioned company has been inactive and has not carried out any business activities since [ ].

This letter serves as an official declaration of business dormancy. We request you to kindly update your records to reflect the current dormant status of our company.

Should you require any further information or documentation, please feel free to contact us at [ ] or [ ].

Thank you for your attention to this matter.

Sincerely,

[ ]  
[ ]  
[ ]