[Insert Logo or headletter]

[Today’s Date]

[Company Legal Name]

[Company’s Registered Address]

To whom it may concern:

Here is the ownership list of Ultimate Beneficiary Owners or Shareholders of [Company Legal Name]:

|  |  |
| --- | --- |
| Ultimate Beneficiary Owner(s) | Percentage Owned |
| [fULL LEGAL Name – first, middle, last]  [fULL LEGAL Name – first, middle, last] | [ x %]  [ x %] |

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

|  |  |
| --- | --- |
| Name | Title |
| [fULL LEGAL Name – first, middle, last] | [Title] |
| [fULL LEGAL Name – first, middle, last] | [Title] |
| [fULL LEGAL Name – first, middle, last] | [Title] |

Kind regards,

[Insert Signature]

[Name]  
[Title]