………..………………….., 201….

The Registrar,

Corporate Affairs Commission,

Abuja.

Dear Sir,

**ACCEPTANCE OF APPOINTMENT AS SECRETARY OF ………………………………………… ………………………………………… LTD.**

I/We hereby confirm acceptance of our appointment by ……………………… ……………………………………………………… LTD. as the Company’s Secretary.

Thank you for your cooperation.

Yours faithfully,

***For: …………………………………………………….***

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