


Company Name
Your Trading/Business Address
The Street Name
The Town
Postcode

Tel: 0123 456 789
Fax: 0987 654 321
Email: Mail@yourwebaddress

Your Business
Your Business
Logo Here
Logo Here


www.your website.url



You will note the full business trading address is displayed prominently at the top of the letterhead.

This letter template is an example of how to display your registered office address on your company stationery. We recommend that companies clearly display their full trading address on all paperwork. This instantly informs customers and suppliers of your important contact details. There is no confusion and no mail is sent to the registered office address by mistake.

We recommend that the registered office address is displayed at the foot of the document. You should always include the full company name, the company number, the country of registration (England, Wales, Scotland or Northern Ireland) and your registered office address if different from your trading address displayed above.



You will note the registered office address is discreetly displayed at the foot of the document with the company name, number and country of registration. This meets the legal requirement.