

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name >
<Address>
<Address>
<Address>

Re: _____

Dear _____ :

Enclosed herewith please find Annual Minutes of the corporation for 1993 and 1994. Please review these minutes carefully, and if they meet with your approval, you and _____ need to sign in the spaces provided. Once this is done, please return the signed minutes to me for placement in the corporation's minute book which I have here in my office.

Should you have any questions or if I can be of assistance to you in any way, please do not hesitate to call.

Sincerely,

BY:

/
Enclosures