

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

<date>

State Tax Commission

<Address>

<Address>

RE: _____

Dear Sir:

Our firm represents _____. This corporation was incorporated on _____, 20_____ under the name, _____. This was done in order to preserve the corporate name, _____ because the original _____ had been administratively dissolved for more than two years and we were in the process of obtaining reinstatement through the _____ Court of _____ County, _____. The corporation never engaged in any business and the only actions ever taken by the corporation were to change its name from _____ to _____ in order to facilitate the reinstatement of the original corporation known as _____. Because this corporation never engaged in any business activities whatsoever, the corporation did not obtain a federal tax identification number nor was it required to file any tax returns.

Our clients have requested that we dissolve _____. As a result, we need you to provide us with a tax clearance letter. I would be most appreciative if you would forward such a tax clearance letter to us at your earliest convenience.

I realize that the transactions around this corporation may be confusing and therefore, please do not hesitate to call me should you have any questions.

Sincerely,

By:

:

cc: