

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

<date>

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

Dear \_\_\_\_\_ : **Re:** \_\_\_\_\_

Enclosed herewith please find a Certificate of Administrative Dissolution/Revocation regarding \_\_\_\_\_ which was sent to me as registered agent for the corporation. The administrative dissolution is due to the fact that the corporation failed to file its Annual Report with the Secretary of State.

Please contact me at your earliest convenience so that we can discuss which steps can be taken to reinstate the corporation.

Sincerely,

BY:

/  
Enclosure