

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

<date>

TO: Secretary of State
Corporation Division
<Address>
<Address>

RE: Articles of Incorporation - _____

ENCLOSED PLEASE FIND:

- Complaint Notice of Service Documents
- Petition Notice to Take Deposition Correspondence
- Summons Request/Relief from Stay Self-Address Envelope
- Subpoena Agreed Order Originals
- Filing Fee Notice of Hearing Copies
- Process Fee Deed, D/T or Lien
- Answer Articles of Incorporation
- Motion Contract
- Affidavit Exhibits
- Other Pleading _____
- Other

PLEASE:

- File Reply Issue Process
- Review Bill Filing Fee Record and Return
- For your file Sign & Return Serve
- Mark Copies Other
- "Filed" & Return

Sincerely,

:
Enclosures