

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

<Date>

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re: , Inc.

Dear :

Enclosed herewith please find an Annual Report for which was sent to our office last week. Since the corporation has already been dissolved, I do not believe filing this report is necessary. The worse that can happen is that the Secretary of State will administratively dissolve the corporation.

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

Sincerely,

BY:

/
Enclosure