

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

D A T E

VIA FACSIMILE NO. _____

N A M E

A D D R E S S L I N E 1

A D D R E S S L I N E 2

C I T Y , S T A T E Z I P C O D E

Re: Corporate Annual Report Forms

Dear _____ :

Enclosed is a copy of the YEAR STATE Corporate Income and Franchise Tax Return. Please sign the return in the space provided and overnight me along with a check sufficient to pay the franchise tax plus interest and penalty. If you will note, the amount shown due on the return includes \$ _____ for interest and penalty.

As we discussed, you also need to send checks to pay the taxes due for YEAR (S) along with the returns for YEAR (S). Moreover, you need to send a check for \$ _____ make payable to the _____ Secretary of State to cover the filing fees for the _____ through _____ Annual Reports and the \$ _____ reinstatement fee.

If you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosure