

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

D A T E

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

Dear _____ :

Enclosed herewith please find the documents relative to the reinstatement of _____ :

1. Application for Reinstatement Following Administrative Dissolution;
2. Corporate Annual Report; and
3. Corporate Annual Report.

Please execute each of these documents in the spaces provided and return to me along with the letter you received from _____ State Tax Commission, and a check in the amount of \$ _____ to cover the \$ _____ filing fee for the Application for Reinstatement and \$ _____ for each of the Annual Reports.

Once these are returned, I will file them with the Secretary of State and have the corporation reinstated.

In addition, I am working on updating the corporate minutes and should provide these to you within a few weeks. In the meantime, should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

/
Enclosures