

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: Administrative Dissolution of

Dear :

Enclosed herewith please find the Official Notice of Intent to Administratively Dissolve/Revoke that was forwarded me by the Secretary of State as registered agent for the above referenced corporation. Also enclosed is a duplicate of the Corporate Annual Report which needs to be filed with the Secretary of State, along with a \$ filing fee, if you desire to keep this corporation active. If you do not act within 60 days from , the corporation will be dissolved.

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

Sincerely,

By:

/
Enclosures