

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

Re: .

Dear :

Enclosed herewith is a copy of the Articles of Incorporation and draft Minutes and By-Laws. need to review these and contact me with any changes or corrections.

Also enclosed is a draft of an Option giving the right to buy stock at any time within the next two years for the sum of \$.

If the company is going to use an accountant, you need to have them apply for your federal tax identification number, sub-S election and the State Tax Commission registration. If you are not going to use an accountant, please contact me as soon as possible so that we can get these documents completed.

Sincerely,

BY:

/
Enclosures
pc: .