

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

CERTIFIED MAIL

RETURN RECEIPT REQUESTED

Re: Annual Report

Dear :

Enclosed please find the Corporate Annual Report for ., which was forwarded to me by the Secretary of State as Registered Agent for the corporation. The Annual Report form has changed substantially from prior years and therefore, the instructions should be reviewed carefully prior to completion. Follow the instructions on the back of the form. Once the Annual Report is completed, it must be signed by an officer of the corporation and mailed to the Secretary of State in the enclosed envelope, together with a check for \$. This form must be filed prior to .

As we begin a new year, it would be a good idea to take a look at your corporate minute book to insure that your records are complete and up to date. Also, based on changes in your business over the last year or so, you may want to consider other actions regarding the corporation, such as amending the by-laws or executing a Shareholders Agreement.

If I can be of assistance to you in reviewing the Minute Book, preparing any desired corporate documents or discussing any other legal matters you may have, please do not hesitate to call me.

Sincerely,

BY:

/
Enclosures