

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

Date

Name  
Company  
Address  
City, State Zip Code

Dear :

I want you to know that I sincerely appreciate you referring to me. We have filed her Articles of Incorporation and should be able to complete the business formation within the next week or so.

Should you need copies or any documents related to the formation of the corporation or if I can be of assistance to you in any way, please do not hesitate to call.

Sincerely,

BY:

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