

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

Date

Name
Company
Address
City, State Zip Code

Re:

Dear :

Enclosed herewith please find a copy of the Articles of Incorporation for the above referenced entity.

Also enclosed are draft copies of the Organizational Minutes and By-Laws. Please review these carefully and call me with any questions or comments you might have. In particular, I need to know whether you want to elect Sub-S status. If so, this must be done within 75 days of . Further, I need to know whether you want me to file the Sub-S election as well as obtain a tax identification number for you or whether you have an accountant to handle these matters.

I look forward to hearing from you soon.

Sincerely,

BY:

/
Enclosure