

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

DATE

NAME  
COMPANY  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re:           , Inc.

Dear       :

Enclosed herewith please find a copy of a tax clearance letter which we received from the State Tax Commission regarding           , Inc. Now that we have obtained this tax clearance letter, we will proceed with the filing of the Articles of Dissolution.

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

Sincerely,

by:

/  
Encl.