

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Dear :

Enclosed herewith please find for your records a copy of the Petition for Reinstatement of Dissolved Corporation which we filed in the Judicial District of County, on behalf of , Inc. The Secretary of State informs me that they are agreeable to filing an Affidavit of No Contest in this matter. However, their attorney is out of town and I will not be able to get it signed until next week. At that time, I will file it with the Court and based on the lack of opposition for the Secretary of State, I do not anticipate any difficulty in having a Chancery Judge enter an Order reinstating the Corporation.

I will attempt to conclude this matter as soon as possible and will keep you informed as we proceed. However, should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

:
Enclosure