

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

Date

Name
Company
Address
City, State Zip Code

Re: Incorporation of N A M E O F C O M P A N Y., Inc.

Dear Name:

Enclosed you will find drafts of the following:

1. Minutes;
2. Resignation of Incorporator; and
3. By-Laws.

Please review this documents and call me so we can discuss finalizing them.

Sincerely,

BY:

/
Enclosures
cc: /encls.