

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

Date

Name  
Company  
Address  
City, State Zip Code

**Re: Incorporation of NAME OF COMPANY, Inc.**

Dear Name:

Enclosed are draft copies of the minutes and by-laws of Company. Please review these carefully and contact me with any corrections or questions you might have. Once all revisions are made, I will prepare a final set for you and to sign. It is my understanding that will be preparing the Sub-S Election, Application for Federal Tax Identification Number and State Tax Commission Registration Forms. If this is incorrect, please let me know so that I can be sure that these are filed in a timely manner.

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

Sincerely,

BY:

/  
pc: