

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

Date

Name
Company
Address
City, State Zip Code

Re: NAME OF COMPANY, Inc.

Dear :

Enclosed herewith please find the originals of the following:

1. Articles of Incorporation;
2. Minutes of Joint Organizational Actions Taken by the Unanimous Written Consent of the Incorporators, Shareholders and Board of Directors of Name of Company, Inc. in Lieu of the Organizational Meeting Thereof;
3. Resignation of Incorporation;
4. By-Laws of Name of Company, Inc.; and
5. Letter outlining information regarding your corporate operations.

You and Name of Secretary will need to sign the Minutes on page , and have Name of Secretary attest as Secretary.

By copy of this letter I am forwarding a copy of the corporate documents to Name.

Name
Date
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If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosures
pc: