

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

Date

Name
Company
Address
City, State Zip Code

Re: Corporate Tax Return

Dear :

Enclosed herewith please find the Year Corporation Franchise Tax, Income Tax, and Small Business Corporation Income Tax packet which was sent to me by the State Tax Commission as registered agent for the corporation. To insure the continued existence of the corporation, you need to make sure that the appropriate forms are filed in a timely manner. If the appropriate forms are not filed, the Secretary of State can administratively dissolve the corporation.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosure