

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

Name	Date	Return address: Name
Company		Address Line 1
Address Line		Address Line 2
City, State Zip Code		City, State Zip Code

Re: Certificate of Transaction of Business under Fictitious Name – By Partnership

Dear :

Enclosed please find the Certificate of Transaction of Business under Fictitious Name – By Partnership.

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

Sincerely,

N A M E

Enclosure

Certificate of Transaction of Business Under Fictitious Name – By Partnership

IT IS HEREBY CERTIFIED AS FOLLOWS:

1. The undersigned are the partners of a {general or limited} partnership that is transacting or

- proposed to transact business in the State of {state}, under the fictitious name of {name}.
2. The principal place of said business is located at {address}.
 3. The full name and places of residence of the undersigned are: {name}, whose place of residence is {complete address}, {name}, whose place of residence is {complete address},

Dated:

(clearly print name after signature)

(clearly print name after signature)