

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

D A T E

N A M E  
C O M P A N Y  
A D D R E S S L I N E  
C I T Y , S T A T E Z I P C O D E

Re: N A M E  
Articles of Incorporation

Dear :

Enclosed please find a copy of the Articles of Incorporation for the above-mentioned corporation. Please keep this copy for your file.

Please call if you have any questions.

Sincerely,

N A M E

Enclosure