

[COMPANY]  
[ADDRESS1]  
[ADDRESS2]  
[CITY] [STATE], [ZIP]  
[PHONE]  
[FAX]  
[EMAIL]  
[WEBSITE]

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Address)

**Re:** \_\_\_\_\_

Dear \_\_\_\_\_:

Enclosed herewith please find an Annual Report for [COMPANY] which was sent to our office last week. Since the corporation has already been dissolved, I do not believe filing this report is necessary. The worse that can happen is that the Secretary of State will administratively dissolve the corporation.

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

Sincerely,

[COMPANY]

By: \_\_\_\_\_

[NAME]

ITS: \_\_\_\_\_

\_\_\_\_\_  
Enclosure