

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Out-of-State Business Registration Requirements

Dear [Recipient Name],

We are writing to formally notify you that [Your Company Name] intends to conduct business operations within the State of [Target State]. Based on our review of state regulations, we have determined that our activities meet the threshold for "doing business" in this jurisdiction.

To ensure full legal compliance, we are currently in the process of filing for a Certificate of Authority (Foreign Qualification) with the [Target State] Secretary of State. This registration will allow our company to legally operate, enter into contracts, and fulfill tax obligations within the state.

We request your assistance with the following items to complete our registration process:

- [Item 1: e.g., Verification of local registered agent information]
- [Item 2: e.g., Execution of specific state-mandated forms]
- [Item 3: e.g., Provision of local tax identification numbers]

Please provide the requested information or signed documentation by [Deadline Date] to avoid any delays in our operational timeline. If there are additional local compliance requirements or permits we should be aware of, please let us know at your earliest convenience.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]