

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Incorporation of [Company Name]

Dear [Client Name],

We are pleased to confirm that the incorporation process for **[Company Name]** is complete. Enclosed with this letter, please find the following corporate deliverables:

- **Filed Articles of Incorporation:** The official document stamped by the Secretary of State.
- **Bylaws:** The adopted internal rules governing the operation of the corporation.
- **Organizational Minutes:** Records of the initial meeting of the Board of Directors.
- **Stock Certificates:** Issued certificates representing ownership interest.
- **Employer Identification Number (EIN):** The official confirmation from the IRS.
- **Corporate Seal:** (If applicable/ordered).

Please ensure these documents are stored in a secure location, as they represent the legal foundation of your entity. You will need these records to open a business bank account and for future tax filings.

If you have any questions regarding these documents or require further assistance with corporate compliance, please contact our office.

Sincerely,

[Your Name/Firm Name]

[Your Title]