

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

[Date]

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

Subject: Update on Submission of Articles of Incorporation for [New Corporation Name]

Dear [Recipient Name],

I am writing to provide an update regarding the filing status of the Articles of Incorporation for **[New Corporation Name]**.

The documents were officially submitted to the [State/Province] Secretary of State on [Submission Date]. We have received confirmation that the application is currently under review. The assigned tracking or reference number for this filing is [Reference Number].

At this time, the filing status is: **[Pending / Approved / Under Review]**.

The estimated processing time is [Number] business days. Once we receive the certified copies and the official Certificate of Incorporation, I will forward copies to your office for your records.

If you have any questions or require additional information, please feel free to contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]