

**Date:** [Insert Date]

**To:**

[Recipient Name/Department]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

**RE: Update on Foreign Qualification Filing for [Entity Name] in [State Name]**

Dear [Recipient Name],

This letter is to provide a formal update regarding the status of the Foreign Qualification filing for [Entity Name] in the state of [State Name].

**Current Filing Status:** [e.g., Pending / Approved / Submitted / Under Review]

**Filing Details:**

- **Jurisdiction:** [Target State]
- **Submission Date:** [Date Filed]
- **Reference/Confirmation Number:** [Number if applicable]
- **Registered Agent:** [Name of Registered Agent]

**Status Summary:**

[Provide a brief description of where the application stands, e.g., "The application was successfully submitted to the Secretary of State and we are currently awaiting the stamped Certificate of Authority."]

**Next Steps:**

[Specify what happens next, e.g., "Once the official approval is received, we will forward a copy of the certificate for your records and update our compliance calendar."]

Should you have any questions or require additional documentation, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company]