

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Dispatch Status Update - Corporate Record Book for [Company Name]

Dear [Recipient Name],

This letter is to provide you with a formal update regarding the dispatch of the Corporate Record Book for **[Company Name]**.

We are pleased to inform you that the records have been finalized and the physical binder has been dispatched. Please find the shipping details below:

- **Carrier:** [Carrier Name, e.g., FedEx/UPS/DHL]
- **Tracking Number:** [Insert Tracking Number]
- **Date Shipped:** [Insert Date]
- **Estimated Delivery Date:** [Insert Date]

The package contains the following items:

- Articles of Incorporation / Formation
- Bylaws / Operating Agreement
- Stock/Membership Certificates
- Initial Minutes and Resolutions
- Corporate Seal (if applicable)

Upon receipt, please inspect the contents to ensure all documents are present and accurate. We recommend storing this book in a secure location as it constitutes the official legal record of your entity.

If you have any questions regarding the shipment or the contents of the book, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]