

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notification of Completion of Corporate Entity Formation

Dear [Client Name],

We are pleased to inform you that the formal formation of **[Full Legal Name of Entity]** has been successfully completed. All necessary filings have been processed and approved by the [State/Jurisdiction] Secretary of State.

Enclosed with this letter, please find the following organizational documents for your records:

- Certified Copy of the Articles of Incorporation / Certificate of Formation
- Executed Bylaws / Operating Agreement
- Federal Employer Identification Number (EIN) Confirmation
- Minutes of the Initial Meeting of Directors/Members
- Stock/Membership Certificates

Now that the entity is legally active, please ensure that you complete the following post-formation steps:

1. Open a corporate bank account using the enclosed EIN.
2. Apply for any necessary local business licenses or permits.
3. Maintain a separate corporate record book for all future resolutions and meeting minutes.
4. Comply with annual report filing requirements to remain in good standing.

It has been a pleasure assisting you with this process. If you have any questions regarding these documents or require further legal assistance, please do not hesitate to contact our office.

Sincerely,

[Your Name/Firm Name]

[Your Title]