

**Date:** [Insert Date]

**To:** [Recipient Name/Service Provider Name]

[Company Address]

[City, State, Zip Code]

**Subject:** Letter of Instruction for Annual Report Filing Authorization

To Whom It May Concern,

I, [Your Full Name], in my capacity as [Your Title, e.g., CEO/Member/Manager] of [Company Name] (the "Company"), hereby authorize [Authorized Agent/Service Provider Name] to act as the authorized representative for the purpose of preparing, signing, and filing the Annual Report for the fiscal year ending [Year] with the [Name of Secretary of State/Regulatory Body].

Under this authorization, [Authorized Agent/Service Provider Name] is permitted to:

- Access necessary corporate records and financial information required for the filing.
- Submit the required forms electronically or via mail on behalf of the Company.
- Remit the necessary filing fees as previously agreed upon.

This authorization shall remain in effect until the completion of the aforementioned filing or until revoked by the Company in writing. Please notify [Contact Email/Phone] once the filing has been accepted and provide a copy of the stamped/confirmed report for our internal records.

If you require any further documentation or information to proceed, please contact me directly.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]

[Phone Number]