

[Your Name/Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Service Provider Name]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Letter of Instruction for Foreign Qualification Registration

To Whom It May Concern,

Please accept this letter as formal instruction to process the Foreign Qualification registration for the following entity:

Entity Name: [Legal Name of Entity]

Entity Type: [e.g., Corporation, LLC, LP]

State of Incorporation/Formation: [Home State]

Date of Formation: [Date]

Target Jurisdiction: [State where you are registering]

Specific Instructions:

- Prepare and file the Statement and Designation by a Foreign Corporation/Entity.
- Obtain a Certificate of Good Standing from the home state (if not already provided).
- Appoint **[Name of Registered Agent]** as the Registered Agent in the target jurisdiction.
- [Optional: Request "Expedited Processing" if available].

Supporting Documents Attached:

- Certified Copy of Articles of Incorporation/Organization
- Certificate of Good Standing (dated within [Number] days)
- Completed Application Forms

Please charge all filing fees and service charges to **[Credit Card Number / Billing Account Number]**. Once the filing is complete, please provide the file-stamped copies and the Certificate of Authority via **[Email/Standard Mail]**.

Should you have any questions or require further information, please contact **[Contact Person Name]** at **[Phone Number]**.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]