

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Service Provider]

[Recipient Address]

[City, State, Zip Code]

RE: Letter of Instruction for Certificate of Good Standing Retrieval

To Whom It May Concern,

I am writing to formally instruct your office to obtain an official Certificate of Good Standing for the following entity:

Entity Name: [Full Legal Name of Business]

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

State of Incorporation/Formation: [State Name]

Entity Identification Number: [Registration Number/EIN]

Please process this request under [Standard/Expedited] service. Once the certificate is retrieved, please deliver the document via the following method:

- **Email (Digital Copy):** [Email Address]
- **Physical Mail (Original Copy):** [Mailing Address]

You are authorized to charge the associated filing fees and service charges to the [Credit Card/Account] on file ending in [Last 4 Digits]. If the total cost exceeds \$[Amount], please contact me for approval before proceeding.

If you require any additional information or further authorization, please contact me directly at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]