

Date: [Insert Date]

To: [Name of Registered Agent/Legal Service/Secretary of State]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

RE: Letter of Instruction for Corporate Dissolution and Withdrawal

Entity Name: [Insert Full Legal Name of Corporation]

Entity ID/File Number: [Insert State ID Number]

To Whom It May Concern,

This letter serves as a formal instruction to initiate the process of dissolution and/or withdrawal for the above-referenced corporate entity in the following jurisdictions:

- **Domestic State (Dissolution):** [Insert State of Incorporation]
- **Foreign States (Withdrawal):** [Insert States where registered to do business]

Please perform the following actions:

1. Prepare and file the Articles of Dissolution with the Secretary of State in the domestic jurisdiction.
2. Prepare and file Certificates of Withdrawal or Surrender in all foreign jurisdictions listed above.
3. Obtain any necessary tax clearances or "No Tax Due" certificates required by state authorities to complete the closing of the entity.
4. Provide confirmation once the filings have been accepted and the entity is officially inactive.

All associated filing fees and service charges should be billed to: [Insert Billing Instructions/Account Number].

Should you require any additional signatures or documentation, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., President/Secretary/Authorized Member]