

**To:** [Recipient Name/Incorporator]

**From:** [Your Name/Legal Department]

**Date:** [Current Date]

**Subject:** Instructions for Filing Articles of Incorporation for [Corporation Name]

Dear [Recipient Name],

Please follow the steps outlined below to officially file the Articles of Incorporation for [Corporation Name] with the Secretary of State.

### **1. Review Documents**

Review the attached Articles of Incorporation for accuracy. Ensure that the corporate name, registered agent information, and share structure are correct.

### **2. Execution**

The document must be signed by the designated Incorporator(s). Please sign where indicated: [Specify Page/Section].

### **3. Filing Methods**

You may file the documents using one of the following methods:

- **Online:** Visit the [State] Secretary of State website at [URL] and upload the signed PDF.
- **By Mail:** Send the original signed document to: [Secretary of State Address].
- **In Person:** Deliver the documents to the Secretary of State's office during business hours.

### **4. Filing Fees**

A filing fee of \$[Amount] is required. Checks should be made payable to "[State Department Name]." If filing online, payment must be made via credit card or electronic check.

### **5. Proof of Filing**

Once the filing is processed, you will receive a stamped "Filed" copy or a Certificate of Incorporation. Please forward a digital copy of this confirmation to our office for our records.

If you have any questions regarding these instructions, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]