

(Date of Letter)

The Honorable

(Governor, Secretary of State, Attorney General, etc.)

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: Filing of Official Documents

Attn: Secretary of

Dear Secretary of

(State, Treasury, etc.):

Enclosed please find (documents that are expected to be filed) for filing in your office. Please file the enclosed documents and return file-stamped copies to the undersigned. Please note that the enclosed filing fee of \$ has been provided for the required cost, which has been previously verified by phone with your office.

Should any additional documents, information or filing fees be required relative to this matter, kindly contact the undersigned immediately. For your convenience, a self-addressed stamped envelope is enclosed for the file-stamped copies. Thank you for your courtesies.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.