

OBJECT: CERTIFICATE OF ABANDONMENT OF FICTITIOUS BUSINESS NAME

Dear [CONTACT NAME],

The undersigned [INDIVIDUAL OR PARTNERSHIP OR CORPORATION], certifies the following:

1. The undersigned, [INDIVIDUAL OR PARTNERSHIP OR CORPORATION], ceased to use the fictitious name of [FICTITIOUS NAME] in transacting business in the State of [STATE].
2. The full [NAME OR NAMES] and [PLACE OR PLACES] of residence of the undersigned [IS, ARE] as follows: [ADDRESS].

[OR, IF A CORPORATION]
2. The principal place of business of said corporation in the State of [STATE], is at [ADDRESS], in the City of [CITY], County of [COUNTY].
3. The above mentioned fictitious name is hereby abandoned.

Sincerely,

OBJECT: HOLIDAY LETTER TO STOCKHOLDERS

Dear [CONTACT NAME],

We hope you appreciate this time of the year as much as we do. We hope you will enjoy this holiday season and we take this opportunity to extend to you and every member of your family our warmest wishes for the coming.

We are enclosing the financial results for the fourth quarter and year to date period ending [DATE] and hope that this "good news" will add to your holiday spirits.

May your Christmas and Holiday season be filled with happiness and joy, followed by a most wonderful New Year.

Sincerely,

**WAIVER OF NOTICE
ORGANIZATION MEETING OF INCORPORATORS**

[COMPANY NAME]

WE, THE UNDERSIGNED, being all the incorporators of the corporation above named, organized under the laws of the State of [STATE], DO HEREBY WAIVE NOTICE of the time, place and purpose of the organization meeting of said incorporators, and do fix the [DAY]th day of [MONTH], [YEAR] at [TIME] as the time, and [PLACE] as the place of said meeting.

And we do hereby waive all the requirements of the statutes of [STATE] as to the notice of this meeting, and do consent to the transaction of such business as may come before the meeting.

Dated: [DATE]

OBJECT: CERTIFICATE OF CORPORATE RESOLUTION

Dear [CONTACT NAME],

I, [YOUR NAME], secretary of [COMPANY], do hereby certify that at a duly constituted meeting of the [DIRECTORS AND/OR STOCKHOLDERS] of the Corporation held at [PLACE] on [DATE], it was upon motion duly made and seconded, that it be VOTED:

That [DESCRIBE APPROVED CORPORATE ACTION]

It was upon motion made and seconded that it be further VOTED:

That [INDIVIDUAL] as [OFFICERSHIP] of the Corporation be empowered and directed to execute, deliver and accept any and all documents reasonably required to accomplish the foregoing vote, all on such terms and conditions as he in his discretion deems to be in the best interests of the Corporation.

I further certify that the foregoing votes are in full force without rescission, as modification or amendment.

Sincerely,

OBJECT: NOTICE OF MEETING OF DIRECTORS

Dear [CONTACT NAME],

Notice is hereby given that a meeting of the Board of Directors of [COMPANY NAME] will be held on [DATE] at [ADDRESS], commencing at [TIME].

Sincerely,

OBJECT: CERTIFICATE OF CORPORATE VOTE

Dear [CONTACT NAME],

This is to certify that at a special meeting of the [BOARD OF DIRECTORS / EXECUTIVE COMMITTEE] of the Corporation, held at the offices of the Corporation located at [ADDRESS] on [DATE] at [TIME], all the [DIRECTORS / MEMBERS] being present and voting, it was unanimously VOTED:

[DESCRIBE ACTION BEING VOTED]

Sincerely,

OBJECT: NOTICE OF SPECIAL MEETING OF DIRECTORS

Dear [DIRECTOR NAME],

Notice is now given that a special meeting of the board of directors has been called by [DESIGNATE PROPER PERSON] and will be held on [DATE], at [TIME] at the principal office of the corporation located at [ADDRESS], for the following purposes:

1. [STATE GENERAL NATURE OF BUSINESS TO BE TRANSACTED];
2. Transacting any other business that properly comes before the meeting.

Sincerely,

OBJECT: CERTIFICATE AS TO MINUTES OF MEETING OF DIRECTORS

Dear [CONTACT NAME],

I, [SECRETARY NAME], secretary of [COMPANY NAME], certify that the above is a true and correct transcript from the minutes of a special meeting of board of directors of [COMPANY NAME] held at [PLACE] on [DATE], and that the meeting was duly called and held in all respects in accordance with the laws of the State of [STATE] and bylaws of the company and that a quorum was present.

[ADD IF DESIRED]

I further certify that the votes and resolutions of the board of directors of [COMPANY] at the meeting are operative and in full force and effect and have not been annulled or modified by any vote or resolution passed or adopted by the board since that meeting.

Sincerely,