Dear Client,

Enclosed are your license renewal reminder, and annual meeting form and our invoice for being your registered agent this past year. Please access the web site at www.sos.wa.gov/corps and click the green box labeled Corporations & Charities Filing System to renew online; your UBI# and Letter ID# are on the renewal reminder. If you are unable to renew online please follow the instruction at the bottom of the renewal reminder to renew by mail.

It is required, to keep your corporation active, that you hold an annual meeting and place the minutes of that meeting in your corporate notebook. To that end, we have enclosed an annual meeting/minutes form. You may either fill this in or use it as a guide. Have a nice dinner meeting.

If you have any questions, please contact me.

Sincerely,

Tish Haight

Enclosures