

[Current Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Missing Corporate Registration Documentation - [Your Company Name]

Dear [Recipient Name],

Upon reviewing our internal records, we have identified that certain corporate registration documents are currently missing or expired for our account. To ensure we remain in full compliance with regulatory requirements, please provide the following items:

- [Document Name 1, e.g., Certificate of Incorporation]
- [Document Name 2, e.g., Articles of Organization]
- [Document Name 3, e.g., Valid Business License]
- [Document Name 4, e.g., Tax Identification Certificate]

Please submit these documents by [Due Date] via [Email Address/Physical Address/Online Portal].

If you have already submitted these documents or believe this request was sent in error, please contact us at [Phone Number] or [Email Address] so we can update our files accordingly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]