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February 20, 2009

**RE: ANNUAL SHAREHOLDERS AND DIRECTORS MEETING**

Dear Corporate Client:

As your corporate counsel, I would like to remind you to have your Annual Meeting of the Shareholders and Directors of your Corporation. I enclose herewith a sample Agenda for that Meeting. After you have received this letter and the enclosures, please call me to discuss your Annual Meeting, and the role you would like us to play in holding the Meeting, conducting the Meeting, and preparing the minutes for the Meeting for insertion in your corporate minute book. Annual Meetings may be held either in person, where all parties are present, by telephone conference call, or even by means of a unanimous consent in lieu of an actual meeting, provided that all Shareholders and Directors unanimously consent to the actions taken at the Meeting. It may be advisable to include your accountant and possibly other professionals in the Meeting, either directly or indirectly.

Also enclosed herewith is a memorandum setting forth the reasons why Annual Meetings are necessary to maintain the status of your Corporation as a valid legal entity in good standing.

I look forward to hearing from you shortly.

Very truly yours,

R. Leonard Davis, III

RLD/jb

Enclosures:

Memo - Important Reminder Regarding Annual Meetings  
Sample Agenda