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February 20, 2009

RE: ANNUAL MEETING OF MEMBERS AND MANAGERS OF LLC

Dear LLC Client:

As counsel for your Limited Liability Company (“LLC”), I would like to remind you to hold the Annual Meeting of the Members (and Managers, if applicable) of your LLC. 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 connection with holding the Meeting, conducting the Meeting, and/or preparing the Minutes for the Meeting for insertion in your LLC Minute Book (if applicable). 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 Members (and Managers, if applicable) 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 it is important for LLC's to hold Annual Meetings of Members and/or Managers. Certainly, you want to maintain the status of your Limited Liability Company as a valid legal entity in good standing.

I look forward to hearing from you shortly.

Very truly yours,

R. Leonard Davis, III

RLD/ma

Enclosures:

Memo - Important Reminder Regarding Annual Meetings
Sample Agenda