

# Upgrade Letter

Your Upgrade Letter must be from the person who **originally** submitted the documents. It must contain the following information:

1. Request Secretary of State to return your document, specifying the name of the entity (i.e. ABC Corporation) and the type of document (i.e. Articles, Amendment, Dissolutions/Cancellation, etc).
  - a. Indicate whether documents were submitted by mail or over the counter in the Sacramento or Los Angeles office.
  - b. Please state that you want the documents returned back to you “**unfiled.**”
2. The approximate date of the original submittal.
3. The reason for the request.
4. Signature of the person who submitted the document.