

**Information & Instructions: Certificate Of Formation For A Family Limited Partnership
And Filing Letter With The Secretary Of State's Office**

1. In order for the family limited partnership to be effective, a certificate of formation for a limited partnership must be prepared and then filed with the Secretary of States office and the filing fee paid.
2. The family limited partnership agreement is not filed with the secretary of state's office.
2. The following letter may be used to file the certificate of formation document with the Secretary of States office and transmit the filing fee.

Form: Certificate Of Formation For A Family Limited Partnership

**CERTIFICATE OF FORMATION OF
[LIMITED PARTNERSHIP'S NAME]
A TEXAS LIMITED PARTNERSHIP**

1. The name of the Partnership is:

[Limited Partnership's Name].
2. The type of filing is a Texas Limited Partnership; it is submitted per the Texas Business Organizations Code.
3. The name of the initial registered agent is:

[Name of the initial registered agent]
4. The location of the initial registered office of the Partnership is:

[Address for the initial registered agent]
5. The location of the Partnership's principal office where records are to be kept or made available is:

[Address for the Partnership]
6. The name, mailing and street address of each General Partner of the Partnership is/are:

[Name, mailing and street address of each General Partner]
7. This document becomes effective [when the document is filed by the secretary of state, at a later date, which is not more than ninety (90) days from the date of signing, the following date _____, upon the occurrence of a future event or fact, other than the passage of time or

The following event or fact will cause the document to take effect in the manner described below:]

I have signed this Certificate of Formation subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument on _____.

GENERAL PARTNER

By: _____
President

Form: Filing the Certificate of Formation with the Secretary of State's Office

[Date]

Office of the Secretary of State
Statutory Filings Division
Corporations Section
P. O. Box 13697
Austin, Texas 78711-3697

Regarding: [Name] Family Limited Partnership

Dear Intake Division:

Enclosed please find the original Certificate of Limited Partnership and a copy of the Certificate (so marked) for the above-named Partnership as well as check in the required amount of \$[Amount] for the filing fee.

Please file the Certificate, time-stamp the copy and mail the copy back to me in the enclosed self-addressed, stamped envelope.

Thanking you in advance for your assistance and cooperation.

Very truly yours,

[Name of attorney]