

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Registrar's Name]  
[Department/Office Name]  
[Address of the Registrar's Office]  
[City, State, Zip Code]

Subject: Application for Registration of Limited Liability Partnership (LLP)

Dear [Registrar's Name],

I am writing to formally apply for the registration of a Limited Liability Partnership (LLP) under the provisions of the [applicable LLP Act/Regulations] of [Country/State].

Particulars of the LLP are as follows:

1. Name of the LLP: [Proposed Name of the LLP]
  2. Business Address: [Official Business Address]
  3. Partners' Details:
    - [Partner 1 Name, Address, and Identification Details]
    - [Partner 2 Name, Address, and Identification Details]
    - [Additional Partners if any]
  4. Main Business Activities: [Brief description of business activities]
- Enclosed with this letter are the required documents for the registration process, including:
- LLP Agreement
  - Identity proof of partners
  - Address proof of the LLP
  - [Any other documents as required]

We kindly request you to process our application at your earliest convenience. Should you require any additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]