

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

[State LLC Office/Agency Name]
[Office Address]
[City, State, ZIP Code]

Subject: LLC Registration for [Your Business Name]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request the registration of my Limited Liability Company (LLC) under the name [Your Business Name] in the state of [State Name].

The details of the LLC are as follows:

- **Business Name:** [Your Business Name]
- **Principal Office Address:** [Your Business Address]
- **Registered Agent Name:** [Registered Agent's Name]
- **Registered Agent Address:** [Registered Agent's Address]
- **Purpose of Business:** [Brief Description of Business Purpose]

Enclosed are the necessary documents required for the registration process, including:

1. Articles of Organization
2. Operating Agreement (if applicable)
3. Payment for filing fees

Please confirm the receipt of this application and inform me of any additional steps needed to complete the registration process. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Your Business Name]