

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[State's LLC Division]
[Address of the Division]
[City, State, Zip Code]

Dear [Division Head or Relevant Authority],

I am writing to formally apply for the formation of a Limited Liability Company (LLC) under the state laws of [State Name].

The proposed name of the LLC is "[Your LLC Name]," and it is intended to operate in the field of [brief description of business purpose].

Enclosed, please find the completed Articles of Organization, the required fees, and any additional documents necessary for this application.

I appreciate your attention to this matter and look forward to your confirmation of the formation of my LLC.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your LLC Name]