

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

RE: Letter of Intent for LLC Formation

I am writing to express my intent to form a Limited Liability Company (LLC) under the laws of [State]. The proposed name of the LLC will be [Proposed LLC Name].

The primary purpose of the LLC will be [brief description of business purpose]. I intend to partner with [Partner Names, if any] to manage and operate the business efficiently.

I anticipate submitting the necessary formation documents and related filings with the [State's Secretary of State/appropriate department] by [proposed date]. Additionally, I plan to establish an Operating Agreement outlining the roles and responsibilities of each member.

I look forward to your guidance and assistance throughout this process. Please feel free to contact me via [preferred contact method] should you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

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