

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

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

Dear [Recipient Name],

I am writing to formally establish [Your LLC Name] as a limited liability company in accordance with the laws of [State]. The details of the LLC are as follows:

1. ****LLC Name:**** [Your LLC Name]
2. ****Principal Address:**** [Address of the LLC]
3. ****Registered Agent:**** [Name of Registered Agent]
4. ****Purpose of the LLC:**** [Description of Business Purpose]
5. ****Members:**** [Names and Addresses of Members]
6. ****Management Structure:**** [Member-managed/Manager-managed]

Please find attached the necessary documents including the Articles of Organization, Operating Agreement, and any additional required forms.

Feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your assistance in this matter.

Sincerely,

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