

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

[State Department/Agency Name]
[Department/Agency Address]
[City, State, ZIP Code]

Subject: LLC Formation Request

Dear [Name of the Recipient or To Whom It May Concern],
I, [Your Name], hereby submit this letter to formally request the formation of a Limited Liability Company (LLC) in accordance with the laws of [State].

****Proposed LLC Name:**** [Proposed Name of LLC]
****Principal Office Address:**** [Address of the LLC's Principal Office]
****Registered Agent Name:**** [Name of the Registered Agent]
****Registered Agent Address:**** [Address of the Registered Agent]
****Members of the LLC:****

1. [Member Name and Address]
2. [Member Name and Address]
3. [Member Name and Address]

I have attached the necessary documents required for this application, including [attach any required documents, e.g., Articles of Organization, Operating Agreement].

Please confirm the establishment of the LLC and inform me of any further steps or requirements.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position, if applicable]