

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[State's Secretary of State or LLC Registration Office]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],  
I am writing to submit an application for the registration of a Limited Liability Company (LLC) under the name [Your LLC Name] in the state of [State Name].

Enclosed with this letter, please find the following documents:

1. Completed Articles of Organization
2. Operating Agreement
3. Filing Fee Payment
4. [Any other necessary documents]

I kindly request that you process my application at your earliest convenience. If you have any questions or require additional information, please feel free to contact me via the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

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