

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

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

Subject: LLC Registration Application for [Your LLC Name]

Dear [Department/Agency Name or Recipient's Name],
I am writing to formally submit my application for the registration of a
Limited Liability Company (LLC) under the name [Your LLC Name].

1. ****Business Name****: [Your LLC Name]
2. ****Business Address****: [Physical Address of the LLC]
3. ****Registered Agent Name****: [Registered Agent Name]
4. ****Registered Agent Address****: [Registered Agent Address]
5. ****Members/Managers****: [List of Members/Managers]
6. ****Business Purpose****: [Brief Description of Business Activities]

Enclosed with this letter are the required documents, including:

- Completed LLC registration form
- Certificate of Formation
- Operating Agreement
- Payment for registration fees

Please confirm receipt of this application at your earliest convenience.
Should you require any additional information or documentation, do not
hesitate to contact me via phone or email.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position, if applicable]