

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

[City, State, ZIP Code]

Subject: LLC Registration Notification

Dear [Recipient Name],

I am pleased to inform you that [Your LLC Name] has been successfully registered as a Limited Liability Company (LLC) in the state of [State Name].

Key Details:

- LLC Name: [Your LLC Name]
- Registration Number: [Registration Number]
- Date of Registration: [Date of Registration]
- Address: [LLC Address]

As a legally recognized entity, we look forward to conducting business and pursuing opportunities under our new LLC designation. Please feel free to contact us at [Your Phone Number] or [Your Email Address] for any further information or inquiries.

Thank you for your support.

Sincerely,

[Your Name]  
[Your Position]  
[Your LLC Name]