

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
[Company/Agency Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: LLC Registration Request

I am writing to formally request the registration of a Limited Liability Company (LLC) named [Proposed LLC Name]. The purpose of this LLC will be [brief description of business purpose].

Enclosed with this letter are the required forms and documentation, including:

1. Completed Articles of Organization
2. Operating Agreement (if applicable)
3. [Any additional documents required]

Please let me know if you need any further information or clarification regarding this request. I look forward to your prompt response and hope to complete the registration process as soon as possible.

Thank you for your attention to this matter.

Sincerely,

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