

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of LLC Registration Documents

I am writing to submit the necessary documents for the registration of my Limited Liability Company, [Your LLC Name].

Enclosed, please find the following documents:

1. Articles of Organization
2. Operating Agreement
3. Tax Identification Number application (if applicable)
4. Payment for registration fee

I kindly ask that you process this application at your earliest convenience. If you require any further information or documentation, please feel free to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your LLC Name]