

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Office of the Secretary of State]  
[Department Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: LLC Registration Application

I am writing to formally submit my application for the registration of a Limited Liability Company (LLC) under the name [Proposed LLC Name] in the state of [State].

Enclosed with this letter, you will find the completed application form, the Articles of Organization, and the applicable filing fee. The members of the LLC are [List Member Names] and the principal office will be located at [Business Address].

Please let me know if there are any additional requirements or documents needed to finalize the registration process. I look forward to your prompt response and hope to receive confirmation of my LLC registration soon.

Thank you for your attention to this matter.

Sincerely,

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