

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[State's Secretary Office/Registration Authority]  
[Office Address]  
[City, State, Zip Code]  
Subject: Application for Limited Liability Company Registration  
Dear [Recipient's Name],  
I am writing to formally apply for the registration of a Limited Liability Company (LLC) in the state of [State Name].  
Company Name: [Desired LLC Name]  
Address: [Business Address]  
Nature of Business: [Brief Description of Business Activities]  
Members/Owners: [List of Members with Address and Percentage Ownership]  
Enclosed, please find the following documents required for the registration:  
1. Articles of Organization  
2. Operating Agreement  
3. [Any additional required documents]  
I have also included a check for the registration fee of [\$Amount], as per the state's requirements.  
Thank you for your attention to this matter. I look forward to your positive response.  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]  
[Company Name, if applicable]