

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

[State Agency Name]  
[Office of the Secretary of State or appropriate department]  
[Agency Address]  
[City, State, Zip Code]

Dear [State Agency Name or Specific Contact],  
Subject: Formation of Limited Liability Company  
I am writing to formally request the formation of a Limited Liability Company (LLC) in [State]. The details of the proposed LLC are as follows:

**\*\*Proposed LLC Name:\*\*** [Name of the LLC]  
**\*\*Principal Business Address:\*\*** [Business Address]  
**\*\*Registered Agent Name:\*\*** [Name of Registered Agent]  
**\*\*Registered Agent Address:\*\*** [Address of Registered Agent]  
**\*\*Members of the LLC:\*\***

1. [Member Name] - [Percentage of Ownership]
2. [Member Name] - [Percentage of Ownership]

Enclosed you will find the completed Articles of Organization and the necessary filing fee.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position, if applicable]