

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

Subject: Articles of Organization for [LLC Name]

Dear [State Filing Office/Specific Name if available],

I am submitting the Articles of Organization for the establishment of a Limited Liability Company (LLC) in accordance with the laws of [State].

**\*\*1. Name of the LLC:\*\***

[LLC Name]

**\*\*2. Principal Office Address:\*\***

[Address of Principal Office]

**\*\*3. Registered Agent Name and Address:\*\***

[Registered Agent's Name]

[Registered Agent's Address]

**\*\*4. Duration of the LLC:\*\***

[Specify duration, if not perpetual]

**\*\*5. Purpose of the LLC:\*\***

[Brief description of the purpose of the LLC]

**\*\*6. Member Information:\*\***

[List the name and address of each member]

Please find enclosed the required filing fee of [Amount].

Thank you for your attention to this matter. I look forward to your confirmation of our LLC formation.

Sincerely,

[Your Name]

[Your Title, if applicable]