

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[State's Secretary of State Office]  
[Address]  
[City, State, Zip Code]  
Subject: LLC Formation for [LLC Name]  
Dear [Secretary's Name or Appropriate Title],  
I am writing to formally request the formation of a Limited Liability Company (LLC) under the name [LLC Name] in the state of [State].  
1. **\*\*Business Name\*\***: [LLC Name]  
2. **\*\*Principal Business Address\*\***: [Business Address, City, State, Zip Code]  
3. **\*\*Registered Agent\*\***: [Registered Agent's Name and Address]  
4. **\*\*Members\*\***:  
    - [Member 1 Name, Address]  
    - [Member 2 Name, Address]  
5. **\*\*Purpose of LLC\*\***: [Brief description of the business purpose]  
Enclosed are the necessary documents, including the Articles of Organization and the required filing fee.  
Thank you for your attention to this matter. I look forward to your prompt processing of this request.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]