

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[State Secretary of State's Office]  
[Office Address]  
[City, State, ZIP Code]

Subject: Application for LLC Business Incorporation

Dear [Secretary of State's Name or Title],

I am writing to formally request the incorporation of a Limited Liability Company (LLC) under the name [Proposed LLC Name] in the state of [State].

1. **\*\*Business Information\*\***

- Proposed LLC Name: [Proposed LLC Name]
- Business Address: [Business Address]
- Principal Industry: [Industry Type]

2. **\*\*Registered Agent Information\*\***

- Name: [Registered Agent's Name]
- Address: [Registered Agent's Address]

3. **\*\*Members\*\***

- [Member 1 Name, Address]
- [Member 2 Name, Address]

Enclosed with this letter are the completed Articles of Organization and the required filing fee of [Fee Amount].

I understand the obligations and responsibilities associated with forming and operating an LLC in compliance with state laws.

Thank you for your assistance in this matter. Should you require further information or clarification, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

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