

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

[State's Secretary of State Office]
[Office Address]
[City, State, Zip Code]

Subject: Application for LLC Registration

Dear [Secretary of State/Registrar's Name],

I, [Your Name], hereby submit my application for the registration of a Limited Liability Company (LLC) under the laws of the State of [State Name].

1. ****LLC Name****: [Proposed LLC Name]
2. ****Principal Place of Business****: [Business Address]
3. ****Registered Agent****: [Registered Agent's Name and Address]
4. ****Members/Managers****: [List of Members/Managers with contact information]
5. ****Purpose****: [Brief description of the business purpose]

Enclosed, please find the required documentation and fees for the registration of the LLC.

Thank you for your attention to this matter. I look forward to your prompt processing of this application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]