

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for Establishing an LLC

I am writing to express my intention to establish a Limited Liability Company (LLC) named [Proposed LLC Name]. The primary purpose of this letter is to outline my plans for the formation of this entity, its objectives, and the anticipated contributions it will bring to [specific industry/market].

The LLC will focus on [brief description of business activities and services/products]. Our mission is to [state the mission or vision of the LLC], and we aim to serve [target audience or market].

I believe that the advantages of forming an LLC, such as liability protection and tax benefits, will position us to achieve our business goals effectively.

I appreciate your consideration of this letter of intent and look forward to any discussions on the next steps in the process of establishing [Proposed LLC Name].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Proposed LLC Name] (if applicable)