

[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: Application for LLC Formation

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to submit the application for the formation of a Limited Liability Company (LLC) under the laws of [State].

Business Name: [Proposed LLC Name]

Type of Business: [Type of Business or Industry]

Principal Office Address: [Business Address]

Attached to this letter, you will find the following documents necessary for the application:

1. Certificate of Formation
2. Operating Agreement
3. Filing Fee Payment

Please let me know if there are any additional requirements or forms needed to complete the application process. I look forward to your prompt response and to officially establishing [LLC Name].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]