

[Your Name]
[Your Position]
[Your LLC Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Legal Compliance Confirmation for [Your LLC Name]

I hope this letter finds you well. I am writing to confirm that [Your LLC Name] is in full compliance with all applicable laws and regulations for Limited Liability Companies in [State].

As of [Date], we have completed the following:

1. Filed our annual reports with the [State Department/Secretary of State].
2. Maintained our operating agreement and updated it as necessary.
3. Met all tax obligations as required by state and federal law.
4. Renewed necessary licenses and permits for our business operations.

We are committed to upholding the highest standards of legal and regulatory compliance to foster trust and accountability in our business practices. Should you require any additional documentation or further information, please feel free to contact me directly at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your LLC Name]