

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: LLC Operating Agreement

I am pleased to submit the operating agreement for [LLC Name], a limited liability company formed in the state of [State]. This agreement outlines the rights and responsibilities of the members, management structure, and operational procedures for our LLC.

**\*\*1. Formation\*\***

This LLC was formed on [Formation Date] under the laws of the state of [State].

**\*\*2. Purpose\*\***

The purpose of the LLC is to [briefly describe the business purpose].

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

The members of the LLC are as follows:

- [Member Name 1]
- [Member Name 2]
- [Member Name 3]

**\*\*4. Management\*\***

The LLC shall be managed by [Member-managed/Manager-managed]. The appointed manager(s) will be [Manager Name(s)].

**\*\*5. Contributions\*\***

Each member shall make an initial capital contribution as follows:

- [Member Name 1]: \$[Amount]
- [Member Name 2]: \$[Amount]
- [Member Name 3]: \$[Amount]

**\*\*6. Profits and Losses\*\***

Profits and losses shall be allocated to members in proportion to their respective ownership interests.

**\*\*7. Meetings\*\***

Regular meetings shall be held [frequency] at [location].

**\*\*8. Amendments\*\***

This agreement may be amended only by a written agreement signed by all members.

Please review the attached operating agreement and let me know if you have any questions or require any changes.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[LLC Name]  
[LLC Address, if different than your address]