

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Secretary of State's Office]
[Address]
[City, State, ZIP Code]

Subject: LLC Registration for [Your LLC Name]

Dear [Secretary of State's Office],

I am writing to formally register a Limited Liability Company (LLC) in the state of [State Name] under the name [Your LLC Name]. Below are the details required for the registration process:

1. ****LLC Name:**** [Your LLC Name]
2. ****Principal Office Address:**** [Address of your LLC]
3. ****Business Purpose:**** [Brief description of the business purpose]
4. ****Registered Agent Name:**** [Name of the Registered Agent]
5. ****Registered Agent Address:**** [Address of the Registered Agent]
6. ****Members/Managers:**** [List of members/managers with addresses]
7. ****Duration:**** [Indicate if it is perpetual or a specified term]

Enclosed are the necessary forms and the filing fee of [Amount] for your processing. I kindly request confirmation of the registration upon completion.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position] (if applicable)

[Your LLC Name]