

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

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

Dear [Recipient Name],

Subject: Formation of Limited Liability Company (LLC)

I am writing to formally notify you of the formation of a Limited Liability Company (LLC) under the name [Your LLC Name] as of [Formation Date].

The registered office for the LLC is located at [Registered Office Address]. [Your LLC Name] is created to [brief description of the business purpose].

We are currently in the process of completing all necessary registrations and filings with the state. We will keep you updated on any further developments.

If you require any additional information or have any questions regarding the LLC formation, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Your LLC Name]