

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

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

Dear [Recipient Name],

I am writing to inform you about the formation of a new Limited Liability Company (LLC) named [LLC Name]. The LLC was officially registered on [Formation Date] in the state of [State].

The purpose of this notification is to provide you with the necessary details regarding the LLC and its management structure. The primary business activities will include [Business Activities].

The members of the LLC are as follows:

1. [Member Name], [Member Address]
2. [Member Name], [Member Address]

Should you have any questions or require further information, please feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

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