

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

[State Secretary of State Office]  
[Office Address]  
[City, State, Zip Code]

Subject: LLC Formation Request for [Your LLC Name]

Dear [Secretary's Name or Title],

I am writing to formally request the formation of a Limited Liability Company (LLC) under the name [Your LLC Name] in accordance with the regulations of [State Name].

Please find the necessary information and documents attached for your review:

1. Articles of Organization
2. Operating Agreement
3. [Any additional documents, e.g., EIN application, consent forms]

The details of the LLC are as follows:

- LLC Name: [Your LLC Name]
- Principal Address: [Business Address]
- Registered Agent: [Name and Address]
- Members: [Names and Addresses of Members]

The purpose of this LLC is [brief description of business purpose].

I have enclosed the filing fee of [amount] by [check method or payment option]. Please let me know if there are any additional forms or fees required.

Thank you for your assistance in this matter. I look forward to your prompt confirmation of the LLC formation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title, if applicable]

[Your LLC Name]