

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request assistance with the formation of a Limited Liability Company (LLC). The proposed name for the LLC is [Proposed LLC Name], and it will be established in the state of [State]. The primary purpose of the company will be [brief description of business purpose].

To proceed, I would like to inquire about the necessary documents and steps required for the formation process, including [any specific inquiries you have about filing, fees, or legal requirements].

I appreciate your guidance in advancing this process and look forward to your timely response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[LLC Name, if applicable]