

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

[State's LLC Filing Office]
[Office Address]
[City, State, ZIP Code]

Subject: Articles of Organization for [Your LLC Name]

Dear [State Filing Office/Registrar's Name],

I am writing to formally submit the Articles of Organization to establish a Limited Liability Company (LLC) in [State].

****LLC Name:**** [Your LLC Name]

****Principal Office Address:**** [Your LLC's Address]

****Registered Agent:**** [Registered Agent's Name]

****Registered Agent Address:**** [Registered Agent's Address]

****Duration:**** [Perpetual or specify time period]

****Purpose:**** [Brief description of the business purpose]

Please find the enclosed documents and the required filing fee of [Amount].

Thank you for your consideration. I look forward to your confirmation of the establishment of [Your LLC Name].

Sincerely,

[Your Name]
[Your Title/Position]
[Your LLC Name]