

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[State Secretary/Department of State]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the formation of a Limited Liability Company (LLC) in the state of [State] under the name [Proposed LLC Name]. Enclosed with this letter are the necessary documents and information required for the formation process, including:

1. Articles of Organization
2. Operating Agreement
3. Name Reservation Certificate (if applicable)
4. Filing Fees

The principal office of the LLC will be located at [Address of LLC]. The purpose of the LLC is to [brief description of the business purpose]. Please process this request at your earliest convenience, and inform me if any further documentation or information is needed.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]