

[Your Name]
[Your Title]
[Your Company Name, LLC]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[State Department/Agency Name]
[Department Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally submit the necessary documentation for the filing of [Your Company Name, LLC], located at [Your Address]. We are excited to establish our business in [State], and we understand that the following documents are required to complete the LLC registration process:

1. Articles of Organization
2. Operating Agreement
3. Initial Report (if applicable)
4. Payment of Filing Fees

Please find the enclosed documents for your review. We kindly request confirmation of receipt and any additional steps required to finalize our filing.

Thank you for your assistance in this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name, LLC]