

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit the application for the formation of a Limited Liability Company (LLC) under the name "[Your LLC Name]."

Enclosed, please find the required documentation and fees as stipulated by [State/Agency Name] for processing this application.

The details concerning our LLC are as follows:

- Name of LLC: [Your LLC Name]
- Principal Office Address: [Office Address]
- Registered Agent: [Registered Agent Name and Address]
- Purpose of the LLC: [Brief Description of Business Purpose]

We appreciate your attention to this matter and look forward to your prompt processing of our application. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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