

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

[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for LLC Application

I am writing to express my intent to form a Limited Liability Company (LLC) in [State] under the name [Proposed LLC Name]. The purpose of this letter is to provide you with a brief overview of my business concept and to initiate the application process for the LLC formation.

Business Description:

[Briefly describe the nature of your business, industry, and services/products offered.]

Objectives:

- [List your business goals or objectives.]
- [Objective 2]
- [Objective 3]

Management Structure:

[Outline the management structure of the LLC, including key members and their roles.]

Funding and Financial Projections:

[Provide a brief overview of your funding sources and any financial projections.]

I intend to comply with all state regulations and requirements necessary for the successful formation of my LLC. Enclosed are copies of supporting documents, including [list any documents if applicable].

Thank you for considering my letter of intent. I look forward to your guidance through the LLC application process. Please feel free to contact me at [Phone Number] or [Email Address] for any further information.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Proposed LLC Name]