

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

Dear [Recipient Name],

Subject: Request for Approval of LLC Formation

I hope this letter finds you well. I am writing to formally request your approval for the formation of a Limited Liability Company (LLC) under the name [Proposed LLC Name].

We have completed all necessary documentation and have ensured compliance with state regulations. The objectives of the LLC include [briefly outline the business purpose and activities].

Attached to this letter, you will find the following documents for your review:

1. Articles of Organization
2. Operating Agreement
3. [Any other necessary documents]

I kindly request that you review our application and provide your approval at your earliest convenience. Should you require any additional information or clarifications, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Company Name (if applicable)]