

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

[Secretary of State's Office]
[Office Address]
[City, State, Zip Code]

Subject: Application for LLC Registration

Dear [Secretary of State or Relevant Official],
I am writing to formally apply for the registration of a Limited Liability Company (LLC) in the State of [State Name].

Business Name: [Proposed LLC Name]

Business Address: [LLC Address]

Registered Agent Name: [Registered Agent Name]

Registered Agent Address: [Registered Agent Address]

Enclosed with this letter, please find:

1. Completed Articles of Organization
2. Filing fee payment (check or money order)
3. Any additional required documents

I understand the obligations and responsibilities of maintaining an LLC and am committed to complying with all state regulations.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your LLC Name, if applicable]