

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

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

Subject: Application for Limited Liability Company (LLC) Formation

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally apply for the formation of a Limited Liability Company (LLC) under the laws of the State of [State Name]. Below are the details regarding the proposed LLC:

1. **LLC Name:** [Proposed LLC Name]
2. **Business Address:** [Business Address]
3. **Registered Agent Name:** [Registered Agent Name]
4. **Registered Agent Address:** [Registered Agent Address]
5. **LLC Members:** [List of Members with Addresses]
6. **Business Purpose:** [Brief description of the business purpose]

Enclosed with this letter, please find the required documents and fees for processing this application.

Thank you for your assistance in this matter. Please do not hesitate to contact me if any additional information is needed.

Sincerely,

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

Enclosures: [List any enclosed documents, e.g., Articles of Organization, Payment]