

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

[Recipient Name]
[Recipient Title]
[State Business Filing Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for LLC Formation

I am writing to formally apply for the formation of a Limited Liability Company (LLC) under the name [Proposed LLC Name]. The purpose of this LLC is to [briefly describe business purpose and activities].

Enclosed with this letter are the required documents, including:

1. Articles of Organization
2. Operating Agreement
3. Filing fee payment
4. [Any additional documents required]

I affirm that I meet the requirements for establishing an LLC in [State] and will comply with all applicable laws and regulations.

Thank you for considering this application. I look forward to your prompt response.

Sincerely,

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