

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

Dear [Recipient Name],

I am writing to provide support documentation for the application of [Your LLC Name], which is applying for [specific purpose, e.g., business license, tax ID, etc.]. Enclosed you will find the following documents:

1. **\*\*Operating Agreement\*\***: Outlines the management structure and operational procedures for [Your LLC Name].
2. **\*\*Articles of Organization\*\***: Official document submitted to the state for the formation of the LLC.
3. **\*\*Member Information\*\***: Details of all members of the LLC, including their respective roles and ownership percentages.
4. **\*\*Proof of Address\*\***: A copy of a utility bill or lease agreement showing the registered business address.
5. **\*\*EIN Confirmation\*\***: Document confirming the Employer Identification Number obtained from the IRS.

Please feel free to reach out if additional information or further documentation is required. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your LLC Name]  
[Your LLC Address]