

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

[Member Name]
[Member Address]
[City, State, ZIP Code]

Subject: Operating Agreement for [Your LLC Name]

Dear [Member Name],

This Operating Agreement ("Agreement") is made and entered into as of [Date], by and among the members listed below ("Members") of [Your LLC Name], a limited liability company organized under the laws of the State of [State].

****Article I: Formation****

1.1 Formation. The Members hereby form a Limited Liability Company pursuant to the laws of the State of [State].

1.2 Name. The name of the Company shall be [Your LLC Name].

1.3 Principal Office. The principal office of the Company shall be located at [Address].

****Article II: Purpose****

The purpose of the Company is to engage in any lawful business and to conduct any activities permitted under law.

****Article III: Members****

3.1 Members. The initial members of the Company are:

- [Member Name 1], [Membership Percentage]
- [Member Name 2], [Membership Percentage]

****Article IV: Capital Contributions****

4.1 Initial Contributions. Each Member shall contribute the following capital to the Company:

- [Member Name 1]: [Amount/Description]
- [Member Name 2]: [Amount/Description]

****Article V: Profits and Losses****

5.1 Allocation. The profits and losses of the Company will be allocated in proportion to each Member's respective membership interest.

****Article VI: Management****

6.1 Management. The Company shall be managed by [Members/Managers].

****Article VII: Miscellaneous****

7.1 Amendments. This Agreement may only be amended by a written agreement signed by all Members.

7.2 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of [State].

IN WITNESS WHEREOF, the Members have duly executed this Operating Agreement as of the date first above written.

[Member Name 1]

[Member Name 2]

[Additional Members as necessary]

[Notary Section if required]