

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

[Date]  
[State's Business Filing Office Name]  
[Office Address]  
[City, State, Zip Code]

Subject: LLC Registration Application for [Your LLC Name]

Dear [Recipient's Name or "Business Filing Office"],

I am writing to formally submit my application for the registration of a Limited Liability Company (LLC) named [Your LLC Name] in [State].

Please find the necessary documents attached for your review:

1. Completed Articles of Organization
2. Operating Agreement
3. [Any other required documents]
4. Payment for the filing fee of [Amount]

The purpose of this LLC is to [briefly describe the purpose of your LLC].

I believe this business structure will provide the necessary legal protection and flexibility for our operations.

Thank you for your attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)  
[Your LLC Name]