

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

[Recipient Name]
[Recipient Title]
[Office/Agency Name]
[Office/Agency Address]
[City, State, Zip Code]

Subject: Request for Establishment of Limited Liability Company (LLC)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the establishment of a Limited Liability Company (LLC) in accordance with [State's] LLC formation laws. Below are the pertinent details regarding the proposed LLC:

1. ****Proposed Name****: [Name of the LLC]
2. ****Business Address****: [Business Address]
3. ****Registered Agent****: [Name and Address of Registered Agent]
4. ****Members****: [List of Members and their respective ownership percentages if applicable]
5. ****Purpose of Business****: [Brief description of the business activities]

Attached to this letter are the necessary documents required for the formation of the LLC, including the Articles of Organization and any other relevant forms. I also enclose a check for the required filing fee. Please do not hesitate to contact me at [your phone number] or [your email address] should you require any further information or clarification regarding this request.

I appreciate your assistance with this matter and look forward to your prompt processing of this application.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]