

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[State or Local LLC Office]
[Office Address]
[City, State, Zip Code]

Subject: Application for LLC Incorporation

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally submit an application for the incorporation of a Limited Liability Company (LLC) named [Proposed LLC Name] in the state of [State].

Enclosed are the following documents required for the incorporation process:

1. Articles of Organization
2. Operating Agreement
3. Filing Fee Payment (check/Money Order)
4. [Any additional required documents]

The primary business address will be located at [Business Address], and the principal members of the LLC are as follows:

- [Member Name, Title]
- [Member Name, Title]

Please let me know if any additional information or documentation is required to process this application. I appreciate your prompt attention to this matter and look forward to your confirmation of the LLC's incorporation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Role]
[Proposed LLC Name]