

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

[Recipient's Name]
[Recipient's Title]
[Company/Agency Name]
[Company/Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for LLC Setup

I am writing to formally request your assistance in setting up a Limited Liability Company (LLC) under the name [Proposed LLC Name]. I would like to establish my LLC in [State] and require guidance on the necessary steps and documentation required for a successful formation.

I have included the following details for your reference:

1. Proposed LLC Name: [Proposed LLC Name]
2. Business Address: [Business Address]
3. Member(s) Information: [Names and Addresses of Members]
4. Nature of the Business: [Brief Description of Business Activities]

Please let me know if you require any additional information or further documentation to proceed with the setup. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

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