

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Agency Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to submit my application for the formation of a Limited Liability Company (LLC) under the laws of [State]. The proposed name of the LLC is [Proposed LLC Name].

Our business aims to [briefly describe the purpose of the LLC, e.g., provide services, sell products, etc.]. We believe that [a sentence about the business vision and value offered].

Enclosed with this letter, please find all necessary documents, including the Articles of Organization, the Operating Agreement, and any required fees.

Thank you for considering our application. We look forward to your response and are excited about the opportunity to contribute to the business community in [Location].

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Proposed LLC Name]