

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

[Recipient's Name]  
[Recipient's Title]  
[State's LLC Filing Office]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to accompany my application for the formation of a Limited Liability Company (LLC) in the state of [State Name]. Please find enclosed the completed application form, along with the necessary documents and payment for the filing fee.

The name of the LLC is [LLC Name], and the principal office will be located at [Business Address]. The purpose of the LLC is [Brief Description of Business Purpose].

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

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