

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: LLC Partnership Compliance Letter

I hope this letter finds you well. As per the requirements of our operating agreement and to ensure compliance with state regulations, I am writing to confirm the current status of our partnership within [Your Company Name].

1. ****Partnership Details****

- LLC Name: [Your Company Name]
- Formation Date: [Formation Date]
- State of Formation: [State]

2. ****Members****

- [Member 1 Name, Title, Percentage Ownership]
- [Member 2 Name, Title, Percentage Ownership]
- [Additional Members as Necessary]

3. ****Compliance Status****

- The LLC is in good standing and has met all state filing requirements.
- All partnership agreements and amendments have been duly documented.
- We have completed the necessary annual filings for [Year].

4. ****Resolutions****

- Any recent decisions made by the partnership are documented and accessible upon request.

Please feel free to reach out if you have any questions or need further information regarding our compliance status.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Typed Name]
[Your Title/Position]
[Your Company Name]