

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

Dear [Recipient Name],

Subject: Approval of LLC Member Application

I am pleased to inform you that your application for membership in [Your Company/LLC Name] has been reviewed and approved. We are excited to welcome you as a member of our LLC.

As a member, you will have rights and responsibilities as outlined in our operating agreement. Your interest in the LLC will be [specify ownership percentage or outline terms if necessary].

Please sign and return the enclosed operating agreement and membership acknowledgment within [specific time frame] to complete your membership process.

We look forward to your contributions and to achieving great success together.

Best regards,

[Your Name]
[Your Title]
[Your Company/LLC Name]

Enclosure: Operating Agreement and Membership Acknowledgment