

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

[Recipient Name]  
[Recipient Title]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to announce the addition of new members to [Your LLC Name]. Starting on [effective date], we welcome the following individuals to our team:

1. \*\*[New Member Name 1]\*\*  
- [Brief description or background]
2. \*\*[New Member Name 2]\*\*  
- [Brief description or background]

We believe that their skills and experiences will bring significant value to our operations and enhance our overall business objectives.

Please join me in welcoming [New Member Name 1 and New Member Name 2] to the [Your LLC Name] family. We look forward to their contributions and are excited about our future together.

If you have any questions or would like to discuss this further, please feel free to reach out.

Best regards,

[Your Name]  
[Your Title]  
[Your LLC Name]