

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

Dear [Recipient Name],

I am writing to formally express my interest in becoming a member of [Company Name], a Limited Liability Company (LLC). I believe my background in [relevant experience or industry] will contribute positively to the growth and success of the company.

As we discussed on [date of discussion], I am ready to invest [mention any monetary or resource investment] and actively participate in the operations and decision-making processes of the LLC. I am excited about the opportunity to collaborate with the other members and bring in my skills in [mention any specific skills or expertise relevant to the LLC]. Please let me know the next steps in the membership process and any documents I should review or sign. I look forward to your response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Title or Position, if applicable]