

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

[Member's Name]  
[Member's Address]  
[City, State, ZIP Code]

Dear [Member's Name],

Subject: LLC Membership Notice

I hope this message finds you well.

This letter serves as a formal notice regarding your membership in [LLC Name]. As per the operating agreement, we would like to remind you of your key responsibilities and any upcoming meetings/events related to the LLC.

Please note the following details:

- Membership Start Date: [Date]
- Membership Duties: [List specific duties or responsibilities]
- Upcoming Meeting: [Date, time, and location of the meeting]

We appreciate your ongoing commitment and contributions to [LLC Name]. If you have any questions or need further clarification, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[LLC Name]