

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

Dear [New Member's Name],

Welcome to [Your LLC Name]! We are excited to have you on board as a new member of our LLC. Your skills and expertise will be invaluable to our team's success, and we are eager to collaborate with you moving forward. As a member, you will be entitled to [briefly outline member rights and responsibilities, e.g., voting rights, profit sharing, etc.]. We encourage you to review our operating agreement, which outlines the structure and operations of our LLC.

Please feel free to reach out to me directly if you have any questions or need further information. We look forward to your contributions and are excited about the future of [Your LLC Name]!

Best regards,

[Your Name]
[Your Title]
[Your LLC Name]
[Your Phone Number]
[Your Email Address]