

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

Dear [Recipient Name],

Subject: Formation of Limited Liability Company (LLC)

I hope this letter finds you well. I am writing to formally initiate the process of forming a Limited Liability Company (LLC) for [Your LLC Name]. To proceed with the formation, we will need to complete the following steps:

1. ****Choose a Name for the LLC****
2. ****Designate a Registered Agent****
3. ****File Articles of Organization****
4. ****Create an Operating Agreement****
5. ****Obtain an Employer Identification Number (EIN)****
6. ****Comply with State and Local Licensing Requirements****

I would appreciate your guidance on the necessary documentation and any specific requirements tailored to our business structure.

Please let me know a convenient time for us to discuss this further, or if you require any additional information from my end.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]