

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

[Recipient Name]
[Recipient Title]
[State Department/Agency Name]
[Department Address]
[City, State, Zip Code]

Subject: Formation of Limited Liability Company (LLC)

Dear [Recipient Name],

I am writing to formally request the formation of a Limited Liability Company (LLC) under the laws of [State]. Below are the details of the LLC:

1. ****LLC Name****: [Proposed LLC Name]
2. ****Principal Office Address****: [Principal Office Address]
3. ****Registered Agent****: [Name of Registered Agent]
4. ****Registered Agent Address****: [Registered Agent Address]
5. ****Members****:
 - [Member 1 Name, Address]
 - [Member 2 Name, Address]
 - [Member 3 Name, Address]
6. ****Purpose of the LLC****: [Brief Description of the Business Purpose]

Enclosed with this letter are the necessary documents, including the Articles of Organization and the filing fee.

Please let me know if you require any additional information or documentation. I look forward to your prompt processing of this request. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]