

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: LLC Compliance Confirmation

I hope this letter finds you well. I am writing to confirm that [Your LLC Name] is in compliance with all necessary local, state, and federal regulations as required for the operation of our limited liability company.

As of [Date], we have completed the following actions to ensure compliance:

1. **\*\*Annual Report\*\***: Submitted on [Submission Date].
2. **\*\*Business License Renewal\*\***: Completed on [Renewal Date].
3. **\*\*Tax Filings\*\***: All taxes have been filed for the year [Year].
4. **\*\*Registered Agent\*\***: Our registered agent is [Agent Name], located at [Agent Address].

If you require any additional information or documentation to verify our compliance status, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your LLC Name]