

[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],

I hope this letter finds you well.

I am writing to formally notify you of the formation of [Your LLC Name], a limited liability company organized in the state of [State]. The purpose of this LLC is to [briefly state the purpose of your business]. Enclosed are the necessary documents for your records, including:

1. Certificate of Formation
2. Operating Agreement
3. [Any additional relevant documents]

Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

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