

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

[Business Name]
[Business Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Establishment of Limited Liability Company (LLC)

I am writing to formally establish a Limited Liability Company (LLC) under the name [Proposed LLC Name]. Please find the details regarding the formation of the LLC outlined below:

1. Company Name: [Proposed LLC Name]
2. Principal Address: [Business Address]
3. Purpose: [Brief description of business activities]
4. Members: [List names and addresses of members]
5. Management Structure: [Indicate if member-managed or manager-managed]

Enclosed are the necessary documents for filing and any applicable fees. I kindly request your assistance in processing this application for the establishment of the LLC. Please do not hesitate to reach out via phone or email should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature, if sending a hard copy]