

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[State Secretary of State or Relevant Agency]  
[Agency Address]  
[City, State, Zip Code]

Subject: Request for LLC Incorporation

Dear [Recipient's Name],

I hereby request the incorporation of a Limited Liability Company (LLC) in the state of [State Name]. Below are the pertinent details regarding the proposed LLC:

1. **\*\*Proposed LLC Name:\*\*** [Name of the LLC]
2. **\*\*Principal Office Address:\*\*** [Address of the LLC]
3. **\*\*Duration:\*\*** [Indefinite or specify duration]
4. **\*\*Registered Agent Name:\*\*** [Name of the Registered Agent]
5. **\*\*Registered Agent Address:\*\*** [Address of the Registered Agent]
6. **\*\*Members/Managers:\*\*** [Names and addresses of members/managers]

Enclosed you will find the completed Articles of Organization along with the required filing fee. Should you require any additional information or documentation, please do not hesitate to reach out.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name, if applicable]  
[Your Signature] (if sending a hard copy)