

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[State's Secretary of State]  
[State Department Address]  
[City, State, ZIP Code]

Subject: Formation of Limited Liability Company (LLC)

Dear [Secretary's Name or "To Whom It May Concern"],  
I am writing to formally request the formation of a Limited Liability Company (LLC) in the state of [State]. Below are the details pertinent to this request:

1. **\*\*Name of LLC\*\***: [Proposed Name of the LLC]
2. **\*\*Principal Office Address\*\***: [Address of Principal Office]
3. **\*\*Registered Agent Name\*\***: [Registered Agent's Name]
4. **\*\*Registered Agent Address\*\***: [Registered Agent's Address]
5. **\*\*Duration of LLC\*\***: [Perpetual or Specify Duration]
6. **\*\*Members of the LLC\*\***: [List of LLC Members]

Enclosed, please find the completed Articles of Organization and the filing fee of [Amount].

I kindly request confirmation of the formation of the LLC at your earliest convenience. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]  
[Your Title/Role in LLC] (if applicable)  
[Your Signature (if sending a hard copy)]