

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: LLC Name Resolution

I hope this letter finds you well. I am writing to formally request a resolution regarding the name of my Limited Liability Company (LLC), [Your Desired LLC Name], which I intend to register in the state of [State Name].

As per the requirements set forth by the state, I wish to clarify that the proposed name does not infringe upon any existing trademarks or business names. I have conducted a preliminary search and believe that [Your Desired LLC Name] conforms to the state guidelines.

However, should there be any conflicts or concerns regarding the uniqueness of this name, I would appreciate your guidance on how to proceed. If necessary, I am open to suggestions for alternative names that would align with my business objectives while complying with state regulations.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]