

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Subject: LLC Formation Letter

Dear [Recipient's Name],

I am writing to formally notify you of my intention to form a Limited Liability Company (LLC) under the name [Proposed LLC Name] in accordance with the laws of [State].

**\*\*Purpose of LLC:\*\***

The purpose of this LLC is to [Briefly describe the business purpose or activities of the LLC].

**\*\*Members:\*\***

The LLC will be owned and managed by the following members:

1. [Member Name 1] - [Role/Ownership Percentage]
2. [Member Name 2] - [Role/Ownership Percentage]
3. [Additional Members as Necessary]

**\*\*Registered Agent:\*\***

The registered agent for this LLC will be [Registered Agent Name] located at [Registered Agent Address].

**\*\*Business Address:\*\***

The principal place of business for the LLC will be [Business Address].

I would appreciate your assistance with the necessary steps to file the Articles of Organization and ensure compliance with state regulations.

Thank you for your attention to this matter. I look forward to your guidance in the formation of [Proposed LLC Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]