

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

[Secretary of State]  
[Office of the Secretary of State]  
[Address]  
[City, State, Zip Code]

Subject: Formation of [Your LLC Name]

Dear [Secretary of State/Specific Contact Name],

I am writing to formally request the formation of a Limited Liability Company (LLC) under the laws of [State]. Below are the details pertinent to the formation of this LLC:

1. **\*\*Name of LLC\*\***: [Your LLC Name]
2. **\*\*Principal Address\*\***: [Business Address]
3. **\*\*Registered Agent\*\***: [Name of Registered Agent]
4. **\*\*Registered Agent Address\*\***: [Address of Registered Agent]
5. **\*\*Purpose of LLC\*\***: [Brief Description of Business Purpose]
6. **\*\*Management Structure\*\***: [Member-managed or Manager-managed]
7. **\*\*Members/Managers\*\***: [Names and Addresses of Members/Managers]

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

Should you require any further information or documentation, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you for your attention to this matter. I look forward to your prompt response confirming the formation of [Your LLC Name].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]  
[Your LLC Name]