

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[State Agency Name]  
[Division of Corporations/Secretary of State]  
[Address]  
[City, State, Zip Code]

Subject: LLC Formation Letter

Dear [State Agency Name/Specific Recipient Name],

I am writing to submit the necessary documents for the formation of a Limited Liability Company (LLC) in the state of [State Name]. Please find the following details regarding the LLC:

1. **\*\*Name of LLC\*\***: [Desired LLC Name]
2. **\*\*Principal Office Address\*\***: [LLC Address]
3. **\*\*Registered Agent Name\*\***: [Registered Agent's Name]
4. **\*\*Registered Agent Address\*\***: [Registered Agent's Address]
5. **\*\*Duration of LLC\*\***: [Perpetual/Specific Duration]
6. **\*\*Members/Managers\*\***:
  - [Member/Manager Name]
  - [Member/Manager Name]

(Continue as necessary)

Enclosed are the following documents:

1. Articles of Organization
2. Operating Agreement (if required)
3. [Any additional documents]

Please let me know if you require any further information or additional fees. I appreciate your assistance in processing the formation of this LLC.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]