

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

[Recipient Name]
[Title]
[State Business Filing Office]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the formation of a Limited Liability Company (LLC) in the state of [State]. The proposed name of the LLC is [Desired LLC Name].

The purpose of the LLC will be to [briefly describe the business activities].

Attached are the necessary documents, including the Articles of Organization and any required fees.

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

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your LLC Name, if applicable]