

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

[Recipient Name]
[Recipient Title]
[Department Name]
[State LLC Office/Agency Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the registration of my Limited Liability Company (LLC) under the name [Proposed LLC Name]. Please find the required information and documents enclosed for your review:

1. Proposed LLC Name: [Proposed LLC Name]
2. Address of Principal Office: [LLC Address]
3. Names and Addresses of Members:
 - [Member Name 1, Address]
 - [Member Name 2, Address]

4. Registered Agent Information:
 - Name: [Registered Agent Name]
 - Address: [Registered Agent Address]

Enclosed, you will find the completed Articles of Organization and the necessary filing fee.

Please let me know if you require any further information or documentation to process my application.

Thank you for your attention to this matter.

Sincerely,

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