

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

[Recipient Name]  
[Recipient Title]  
[State Agency Name]  
[Agency Address]  
[City, State, ZIP Code]

Subject: Formation of Limited Liability Company

Dear [Recipient Name],

I am writing to formally establish a Limited Liability Company (LLC) in [State Name] under the name [LLC Name]. Below are the details pertinent to the formation of the LLC:

1. \*\*Name of the LLC\*\*: [LLC Name]
2. \*\*Principal Office Address\*\*: [Street Address, City, State, ZIP Code]
3. \*\*Registered Agent\*\*: [Registered Agent's Name]
4. \*\*Registered Agent Address\*\*: [Street Address, City, State, ZIP Code]
5. \*\*Purpose of the LLC\*\*: [Brief description of business purpose]
6. \*\*Members of the LLC\*\*: [List of members with addresses]
7. \*\*Duration of the LLC\*\*: [Specify duration, e.g., perpetual]

Enclosed, please find the following documents:

- Articles of Organization
- Operating Agreement
- [Any additional documents, if applicable]

I have also included the required filing fee of [Fee Amount] in the form of [Payment Method].

Please confirm the receipt of this letter and notify me of any further information or steps required to complete the establishment of [LLC Name].

Thank you for your attention to this matter.

Sincerely,

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