

[Your LLC Name]  
[Your LLC Address]  
[City, State, Zip Code]  
[Date]

[New Member's Name]  
[New Member's Address]  
[City, State, Zip Code]

Dear [New Member's Name],

We are pleased to inform you that the members of [Your LLC Name] have unanimously agreed to admit you as a new member in accordance with our Operating Agreement. This letter serves as a formal invitation to join our LLC as a partner/member.

**\*\*1. New Member Information\*\***

- Name: [New Member's Name]  
- Address: [New Member's Address]  
- Ownership Percentage: [% Ownership]

**\*\*2. Admission Date\*\***

The effective date of your admission into [Your LLC Name] will be [Effective Date].

**\*\*3. Capital Contribution\*\***

As a new member, you agree to make a capital contribution of [Amount/Description of Contribution] within [Time Frame].

**\*\*4. Rights and Obligations\*\***

As a member of [Your LLC Name], you will be entitled to the rights and obligations outlined in our Operating Agreement, which include [briefly list key rights/obligations].

**\*\*5. Amendments to Operating Agreement\*\***

Our Operating Agreement will be amended to include your membership and outline any changes resulting from your addition.

We look forward to your contributions to [Your LLC Name] and are excited about the future. Please sign and return a copy of this letter to confirm your acceptance of this membership offer.

Sincerely,

[Your Name]  
[Your Title]  
[Your LLC Name]

**\*\*Acknowledgment:\*\***

I, [New Member's Name], accept the terms outlined in this letter.

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[New Member's Signature]  
[Date]