

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

[State's LLC Department Name]
[Department Address]
[City, State, Zip Code]

Subject: Application for LLC Registration

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request the registration of a Limited Liability Company (LLC) in the state of [State Name]. Below, please find the pertinent information regarding the LLC:

1. **Proposed Name of LLC:** [LLC Name]
2. **Business Address:** [Business Address]
3. **Registered Agent Name:** [Registered Agent's Name]
4. **Registered Agent Address:** [Registered Agent's Address]
5. **Members of the LLC:** [Names and Addresses of Members]
6. **Purpose of the LLC:** [Brief Description of Business Purpose]

Enclosed with this letter, you will find the completed application form and the required filing fee. I understand the importance of maintaining compliance with state regulations and will ensure all future documents and fees are submitted promptly.

Please confirm the receipt of this application and notify me if any further information is needed to process the registration.

Thank you for your attention to this matter.

Sincerely,

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

Enclosures: [List of enclosed documents, if any]