

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for LLC Setup

I am writing to formally propose the establishment of a Limited Liability Company (LLC) named [Proposed LLC Name]. Our aim is to [briefly state the purpose of the LLC, e.g., provide products/services, serve a specific market, etc.].

To initiate this process, I request your assistance in the following areas:

- [Detail the specific services needed, e.g., legal consultation, filing paperwork, obtaining licenses, etc.]
- [Any additional services or guidance required]

We believe that the formation of an LLC will provide us with the necessary legal protections, tax benefits, and a structured framework for our business operations.

Please let me know a convenient time for us to discuss this proposal further. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

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