

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Agency Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: LLC Formation Documentation

I am writing to submit the necessary documents for the formation of a Limited Liability Company (LLC) in the state of [State Name].

Enclosed please find the following documents:

1. Articles of Organization
2. Operating Agreement
3. Consent to Appointment of Registered Agent
4. [Any additional forms if required]

Please let me know if you require any further information or additional documentation. I appreciate your assistance in processing this application.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]

[LLC Name, if applicable]