

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

[State's LLC Division Address]  
[City, State, Zip Code]

Subject: Application for LLC Formation

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

I am writing to formally apply for the formation of a Limited Liability Company (LLC) under the laws of the state of [State Name]. Below, I have provided the necessary details for the establishment of the LLC:

**\*\*LLC Name:\*\***

[Desired LLC Name]

**\*\*Business Address:\*\***

[Business Address]

[City, State, Zip Code]

**\*\*Registered Agent:\*\***

[Registered Agent's Name]

[Registered Agent's Address]

[City, State, Zip Code]

**\*\*Members (Owners) of the LLC:\*\***

1. [Member Name 1, Address]
2. [Member Name 2, Address] (if applicable)
3. [Member Name 3, Address] (if applicable)

**\*\*Business Purpose:\*\***

[Brief description of the business activities]

**\*\*Effective Date of LLC Formation:\*\***

[Desired effective date, if different from the filing date]

Enclosed with this letter are the following documents and fees required for processing the application:

- Completed Articles of Organization
- Operating Agreement (if applicable)
- Filing Fee Payment (check or money order)

Please process this application at your earliest convenience. Should you require any additional information or documentation, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response confirming the establishment of my LLC.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]