

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

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

Subject: LLC Registration Submission

Dear [Recipient's Name],

I am writing to submit the application for the registration of [Your LLC Name] as a Limited Liability Company in [State]. Enclosed are the necessary documents and fees as required.

Please let me know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Title, if applicable]