

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

[Recipient Name]
[Recipient Title]
[Department/Office Name]
[State Department of Business Registration]
[Address]
[City, State, Zip Code]

Subject: LLC Registration Application for [Your LLC Name]

Dear [Recipient Name],

I am writing to formally submit my application for the registration of my Limited Liability Company (LLC) named [Your LLC Name] in the state of [State Name]. Below, I have included all the necessary information and documents required for the registration process.

****1. Business Information****

- LLC Name: [Your LLC Name]
- Desired Business Address: [Business Address if different from personal address]
- Nature of Business: [Brief description of the business activities]
- Date of Formation: [Proposed formation date]

****2. Member Information****

- [Member 1 Name], [Member 1 Address], [Member 1 Ownership Percentage]
 - [Member 2 Name], [Member 2 Address], [Member 2 Ownership Percentage]
- (Continue for additional members as necessary)

****3. Registered Agent Information****

- Name: [Registered Agent Name]
- Address: [Registered Agent Address]

****4. Operating Agreement****

(Attached: A copy of the LLC operating agreement outlining the management structure and member responsibilities.)

****5. Filing Fee****

(Attached: Payment for the filing fee of [Amount], paid via [Payment Method].)

Please find enclosed all required forms and documents for the LLC registration. If you need any further information or clarification, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter. I look forward to your confirmation of the successful registration of [Your LLC Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position, if applicable]