

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

Subject: Application for LLC Legal Registration

Dear [Recipient Name],

I am writing to formally submit an application for the legal registration of my Limited Liability Company (LLC) named [LLC Name]. Below are the details of the application:

1. ****LLC Name****: [LLC Name]
2. ****Principal Business Address****: [Business Address]
3. ****Purpose of LLC****: [Brief Description of Business Purpose]
4. ****Registered Agent Information****:
 - Name: [Registered Agent Name]
 - Address: [Registered Agent Address]
5. ****Members' Names and Addresses****:
 - [Member 1 Name and Address]
 - [Member 2 Name and Address]
 - [Additional Members as Needed]

Enclosed are the following documents:

- Completed Application Form
- Articles of Organization
- Operating Agreement (if applicable)
- Payment for Registration Fee

I appreciate your attention to this matter and look forward to your confirmation of the successful registration of my LLC. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title (if applicable)]

[LLC Name]