

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

[State's Secretary of State Office]
[Office Address]
[City, State, Zip Code]

Subject: Application for LLC Incorporation

Dear [Secretary of State/Specific Title],

I hope this letter finds you well. I am writing to formally submit my application for the incorporation of a Limited Liability Company (LLC) named [Your LLC Name] in [State].

****Company Details:****

- ****LLC Name:**** [Your LLC Name]
- ****Principal Address:**** [Business Address]
- ****Registered Agent:**** [Registered Agent Name and Address]
- ****Business Purpose:**** [Brief description of the business activities]

Enclosed please find the following documents for your review:

1. Articles of Organization
2. Operating Agreement
3. Filing Fee Payment

I kindly request that you process this application at your earliest convenience. Should you require any additional information or clarification, please do not hesitate to contact me at the provided email or phone number.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title (if applicable)]
[Your LLC Name]