

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Subject: LLC Documentation

Dear [Recipient Name],

I am writing to formally document the establishment of [LLC Name], a Limited Liability Company, organized under the laws of [State].

1. ****Company Name****: [LLC Name]
2. ****Business Address****: [Business Address]
3. ****Date of Formation****: [Formation Date]
4. ****Members/Managers****: [List of Members/Managers]
5. ****Purpose****: [Brief Description of Business Purpose]
6. ****Registered Agent****: [Name and Address of Registered Agent]

This letter serves as the formal notification of our LLC formation and the intention to conduct business within the aforementioned scope. Please find the necessary attachments including the Articles of Organization and Operating Agreement.

Should you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,

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

Attachments:

1. Articles of Organization
2. Operating Agreement