

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

[State's Secretary of State or Appropriate Filing Agency]  
[Office Address]  
[City, State, Zip Code]

Subject: LLC Establishment Application

Dear [Recipient's Name or "To Whom It May Concern"],  
I am writing to formally establish a Limited Liability Company (LLC) in the state of [State Name]. Below are the details regarding the LLC:

1. **\*\*Name of the LLC\*\***: [Your LLC Name]
2. **\*\*Principal Office Address\*\***: [Address of LLC]
3. **\*\*Registered Agent Name\*\***: [Registered Agent Name]
4. **\*\*Registered Agent Address\*\***: [Registered Agent Address]
5. **\*\*Business Purpose\*\***: [Brief description of business activities]
6. **\*\*Members' Information\*\***: [Names and addresses of LLC members]

Enclosed, please find the necessary forms and payment for the filing fee. I understand that the LLC will be governed according to the laws of the state of [State Name].

Thank you for your attention to this matter. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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