

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Secretary of State or Appropriate Agency]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],
Subject: Application for Limited Liability Company (LLC) Formation
I am writing to formally submit my application for the formation of a
Limited Liability Company (LLC) in [State Name], under the name [Proposed
LLC Name].

Enclosed with this letter, you will find all required documents,
including but not limited to:

1. Articles of Organization
2. Operating Agreement
3. Filing Fee Payment
4. Any other necessary forms or documentation

The principal office of the LLC will be located at [Principal Office
Address]. The primary business activities will include [Brief Description
of Business Activities].

Please do not hesitate to contact me at [Phone Number] or [Email Address]
if you require any further information or clarification regarding this
application.

Thank you for your attention to this matter. I look forward to your
prompt processing of my application.

Sincerely,

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