

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

[Recipient Name]
[Recipient Title]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the formation of a Limited Liability Company (LLC) under the name [Desired LLC Name] in the state of [State Name].

The primary purpose of the LLC will be [Brief Description of Business Purpose]. I plan to have [Number of Members/Managers] members, including myself as the [Title/Position].

Please let me know what additional information or documentation is required to proceed with this request.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your LLC Name] (if applicable)