

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Secretary of State]
[Business Registration Office]
[Office Address]
[City, State, Zip Code]

Subject: Application for LLC Business Registration

Dear [Secretary of State/Business Registration Office],

I am writing to formally submit my application for the registration of a Limited Liability Company (LLC) in the state of [State]. Please find the necessary details and documentation attached for your review.

****Business Name:**** [Proposed LLC Name]

****Business Address:**** [Company Address]

****Registered Agent Name:**** [Registered Agent's Name]

****Registered Agent Address:**** [Registered Agent's Address]

I have included the following documents as part of the application:

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

I kindly request confirmation of the registration and any further instructions necessary to complete the process. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]