

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Agency Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the registration of a Limited Liability Company (LLC) under the name [Desired LLC Name] in the state of [State Name].

Please find the required information and documents attached for your review:

1. Completed Articles of Organization
2. Operating Agreement
3. [Any additional documents, e.g., Certificate of Name Reservation]

The purpose of establishing this LLC is to [Briefly explain the nature of the business and its goals].

I kindly ask for your assistance in processing this registration. If you have any questions or need further information, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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