

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

[State Department/Office]
[Address of the Department/Office]
[City, State, Zip Code]

Subject: Application for Limited Liability Company (LLC) Formation

Dear [Recipient's Name or "To Whom It May Concern"],

I, [Your Name], hereby submit my application for the formation of a Limited Liability Company (LLC) under the laws of the State of [State Name].

Company Name: [Proposed LLC Name]

Business Purpose: [Brief description of business activities]

Principal Office Address: [Address of the principal office]

Registered Agent: [Name and address of the registered agent]

I have enclosed the necessary documents, including the Articles of Organization and the required filing fee.

Please let me know if you require any additional information or documents to process this application.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]