

[Your Name]
[Your Title/Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

****Subject: Limited Liability Company Agreement****

I am pleased to present the Limited Liability Company Agreement (the "Agreement") for [Your Company Name], a Limited Liability Company ("LLC") formed under the laws of [State].

****1. Formation****

This Agreement confirms the formation of the LLC effective as of [Effective Date].

****2. Name****

The name of the LLC shall be [Your Company Name].

****3. Purpose****

The purpose of the LLC is to engage in [Business Activities].

****4. Principal Place of Business****

The principal place of business shall be located at [Business Address].

****5. Members****

The members of the LLC are as follows:

- [Member Name]
- [Member Name]

****6. Capital Contributions****

The initial capital contributions by the members shall be as follows:

- [Member Name]: \$[Amount]
- [Member Name]: \$[Amount]

****7. Profit and Loss Distribution****

Profits and losses shall be allocated to the members in proportion to their respective capital contributions.

****8. Management Structure****

The management of the LLC shall be vested in:

- [Managing Member(s) Name]

****9. Indemnification****

The LLC shall indemnify its members to the fullest extent permitted by law against any liabilities arising from their roles within the LLC.

****10. Miscellaneous****

This Agreement may be amended only by a written agreement signed by all members.

Please review this Agreement and let me know if you have any questions or require any modifications. I look forward to your prompt response to proceed further.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position]
[Your Company Name]