

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

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

Dear [Recipient Name],

Subject: Member Agreement for [LLC Name]

This letter formalizes the mutual agreement among the members of [LLC Name], effective as of [Effective Date].

1. ****Members****

The following individuals are admitted as members of [LLC Name]:

- [Member 1 Name], [Address]
- [Member 2 Name], [Address]
- [Member 3 Name], [Address]

2. ****Purpose****

The purpose of [LLC Name] is to [describe the business purpose].

3. ****Capital Contributions****

Each member shall contribute the following capital:

- [Member 1 Name]: \$[Amount]
- [Member 2 Name]: \$[Amount]
- [Member 3 Name]: \$[Amount]

4. ****Profit and Loss Distribution****

Profits and losses shall be allocated to members in proportion to their capital contributions:

- [Member 1 Name]: [Percentage]%
- [Member 2 Name]: [Percentage]%
- [Member 3 Name]: [Percentage]%

5. ****Management****

Management of the LLC shall be vested in [Managing Member Name/Management Team]. Decisions will be made by majority vote among the members.

6. ****Additional Provisions****

Any additional provisions can be included here based on member agreements.

We, the undersigned, agree to all terms outlined in this Member Agreement.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Recipient Signature]
[Recipient Printed Name]
[Recipient Title]
[Additional Signatures as Needed]