

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: LLC Operating Agreement

Dear [Recipient's Name],

This letter serves as a formal proposal for the Operating Agreement for [Your LLC Name] ("Company"), organized and existing under the laws of the State of [State]. The following outlines the key terms and conditions agreed upon by the members of the Company:

1. **Formation**: The members hereby form a Limited Liability Company under the name of [Your LLC Name] in accordance with the laws of [State].
2. **Purpose**: The purpose of this LLC is to [describe business purpose].

3. **Members**: The initial members and their respective ownership percentages are as follows:

- [Member 1 Name] - [Percentage]%
- [Member 2 Name] - [Percentage]%
- [Additional members as necessary]

4. **Management**: The Company shall be managed by [Member-managed or Manager-managed] structure. The managers are as follows:

- [Manager 1 Name]
- [Additional managers as necessary]

5. **Capital Contributions**: Each member agrees to make the following capital contributions:

- [Member 1 Name]: \$[Amount]
- [Member 2 Name]: \$[Amount]
- [Additional members as necessary]

6. **Distributions**: Profits and losses shall be allocated among the members in proportion to their ownership percentages.

7. **Meetings**: Regular meetings will be held [annually, quarterly, etc.] with notice given at least [number] days in advance.

8. **Amendments**: This Agreement may be amended only with the written consent of [specify percentage] of the members.

9. **Governing Law**: This Agreement shall be governed by and construed in accordance with the laws of the State of [State].

Please review the terms outlined above, and if acceptable, kindly sign and return a copy of this letter to confirm your agreement.

Sincerely,

[Your Name]
[Your Title]
[Your LLC Name]
[Signature Line for Recipient]
[Date]