

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

[Member Name]
[Member Address]
[City, State, ZIP Code]

Dear [Member Name],

Subject: LLC Formation Agreement

This letter serves as a formal agreement to establish a Limited Liability Company (LLC) to be known as [LLC Name]. The details of our agreement are as follows:

1. ****Purpose****: The primary purpose of the LLC will be [describe the business purpose].

2. ****Members****: The members of the LLC will include:

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

3. ****Capital Contributions****: Each member agrees to contribute the following capital to the LLC:

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

4. ****Profits and Losses****: Profits and losses shall be allocated to members in proportion to their respective contributions.

5. ****Management****: The LLC will be managed by [Managing Members/Managers]. Decisions will be made by a majority vote.

6. ****Duration****: The LLC will commence on [Start Date] and will continue until dissolved according to the operating agreement.

7. ****Operating Agreement****: A separate operating agreement will be drafted and signed by all members to outline the day-to-day operations of the LLC.

Please review this letter carefully. If you agree to the terms outlined herein, please sign below and return a copy to me.

Sincerely,

[Your Name]
[Your Title/Position]

Agreed and Accepted:

[Member Name]

Date: _____