

[Your Name]
[Your Title]
[Your Company Name, LLC]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company Name, if applicable]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Limited Liability Company Agreement

I hope this letter finds you well. Enclosed you will find the Limited Liability Company (LLC) Agreement for [Your Company Name, LLC]. This document outlines the terms and conditions of our LLC, including management structure, member responsibilities, profit distribution, and any additional provisions pertinent to our business operations. Please review the attached agreement at your earliest convenience. Should you have any questions or require further clarification on any of the terms outlined, do not hesitate to reach out.

Once you are comfortable with the terms, please sign and return a copy to confirm your acceptance of the agreement.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name, LLC]

Enclosure: Limited Liability Company Agreement