

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

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

Subject: Single-Member LLC Operating Agreement

Dear [Recipient Name],

This operating agreement outlines the structure and operating procedures for [Your LLC Name], a single-member limited liability company (LLC) formed in [State of Formation] on [Formation Date].

1. **Formation**

The Member hereby forms a Single-Member LLC under the laws of the State of [State].

2. **Name and Principal Office**

The name of the LLC is [Your LLC Name] and its principal office is located at [Office Address].

3. **Purpose**

The purpose of this LLC is to engage in [Brief Description of Business Activities].

4. **Member**

The sole member of the LLC is [Your Full Name], who owns 100% of the membership interests in the LLC.

5. **Management**

The management of the LLC shall be vested in the Member, who shall have full authority to manage the affairs of the LLC.

6. **Capital Contributions**

The Member has made an initial capital contribution of [Amount] and may make additional contributions as deemed necessary.

7. **Distribution of Profits and Losses**

Profits and losses shall be allocated to the Member in accordance with the Member's ownership interest.

8. **Dissolution**

The LLC may be dissolved by the Member at any time. Upon dissolution, the Member shall determine the manner of liquidation of the assets.

9. **Governing Law**

This agreement shall be governed by the laws of the State of [State]. By signing below, the Member acknowledges and agrees to the terms of this operating agreement.

[Your Full Name]
Member, [Your LLC Name]
[Date]

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position]
[Your LLC Name]