

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

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

Subject: LLC Operating Agreement

Dear [Member's Name or Members],

This letter serves as a template for the Operating Agreement of [LLC Name]. The purpose of this agreement is to outline the management structure, member responsibilities, and operational guidelines for the LLC.

1. ****Formation****: The members hereby form a Limited Liability Company under the name [LLC Name] in accordance with state laws.
2. ****Purpose****: The purpose of the LLC is to [describe business purpose].
3. ****Members****: The members of the LLC are:
 - [Member 1 Name] - [Percentage Ownership]
 - [Member 2 Name] - [Percentage Ownership]
 - [Add more members as necessary]
4. ****Management****: The LLC will be managed by [member-managed or manager-managed].
5. ****Capital Contributions****: Each member shall make an initial capital contribution as follows:
 - [Member 1 Name]: [Amount]
 - [Member 2 Name]: [Amount]
6. ****Profits and Losses****: Profits and losses shall be allocated to members in proportion to their ownership interests.
7. ****Distributions****: Distributions of cash or property shall be made to members in accordance with their respective percentage interest.
8. ****Amendments****: This Operating Agreement may be amended only by a written agreement signed by all members.
9. ****Governing Law****: This Agreement shall be governed by the laws of the State of [State].

Please review this template and make any necessary modifications. Once finalized, all members should sign and date this Operating Agreement.

Sincerely,

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