

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

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

Subject: LLC Investment Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement regarding your investment in [Company Name], a limited liability company (LLC) organized under the laws of [State].

**\*\*1. Investment Amount\*\***

The total amount of your investment shall be [Amount in Words and Numbers].

**\*\*2. Ownership Percentage\*\***

Your investment will entitle you to an ownership percentage of [Percentage]% in the LLC.

**\*\*3. Purpose of Investment\*\***

The funds will be utilized for [Describe Purpose].

**\*\*4. Contributions\*\***

Investment contributions shall be made by [Deadline or Terms of Contribution].

**\*\*5. Returns on Investment\*\***

Profit distributions shall be made according to the following schedule: [Describe Profit Distribution Terms].

**\*\*6. Terms of Withdrawal\*\***

The terms governing withdrawal from the LLC shall be [Describe Terms].

**\*\*7. Governing Law\*\***

This agreement shall be governed by the laws of the State of [State]. Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]

**\*\*Acknowledgment and Acceptance\*\***

I, [Recipient's Name], hereby agree to the terms and conditions set forth in this LLC Investment Agreement.

[Recipient's Signature]  
[Date]