

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

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

Dear [Recipient Name],

Subject: Multi-Member LLC Agreement

I hope this letter finds you well. We are excited to move forward with the formation of our Multi-Member Limited Liability Company (LLC) and are eager to outline the terms of our agreement. Below, please find the key elements we propose to include in the LLC operating agreement:

1. ****Company Name****: [Proposed LLC Name]
2. ****Principal Office****: [Company Address]
3. ****Purpose****: [Description of Business Activities]
4. ****Members****:
 - [Member 1 Name, Address, Contribution]
 - [Member 2 Name, Address, Contribution]
 - [Member 3 Name, Address, Contribution]
5. ****Ownership Interests****:
 - [Member 1 Ownership Percentage]
 - [Member 2 Ownership Percentage]
 - [Member 3 Ownership Percentage]
6. ****Management Structure****: [Description of Management Roles]
7. ****Profit and Loss Distribution****: [Details on Distribution]
8. ****Decision-Making Process****: [Voting Rights and Procedures]
9. ****Dispute Resolution****: [Agreed Methods for Resolution]
10. ****Amendments****: [Procedure for amending the agreement]
11. ****Dissolution****: [Conditions under which the LLC may be dissolved]

Please review the proposed terms and let us know your thoughts or any adjustments you may recommend. We can schedule a meeting to discuss this further if necessary. Once agreed upon, we can proceed with drafting the formal operating agreement.

Thank you for your cooperation and commitment to building our business together.

Best regards,

[Your Name]
[Your Title]
[Your LLC Name (if applicable)]