

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

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

Dear [Recipient Name],

Subject: Formation of Limited Liability Company (LLC)

I hope this letter finds you well. I am writing to inform you about the formation of [Your Company Name] as a Limited Liability Company (LLC) in [State] under the laws of [State].

We have completed all necessary filings and have received confirmation from the state regarding our LLC status, effective [Effective Date]. The primary purpose of our LLC is to [briefly describe the purpose of the business].

As a newly formed LLC, we are committed to adhering to all regulatory requirements and to maintaining compliance with local, state, and federal laws. We believe this structure will provide us with the necessary flexibility and protection as we grow our business.

Please find attached our Operating Agreement and the Articles of Organization for your reference. We would appreciate any guidance or additional information you may have regarding the next steps in this process.

Thank you for your assistance in this matter. We look forward to your support as we embark on this exciting new venture.

Sincerely,

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