

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

[Secretary of State or appropriate agency]  
[Address]  
[City, State, Zip Code]

Subject: Application for Limited Liability Company (LLC) Formation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally apply for the formation of a Limited Liability Company (LLC) under the laws of [State Name].

The details of the proposed LLC are as follows:

- **\*\*Name of LLC\*\***: [Your LLC Name]
- **\*\*Principal Business Address\*\***: [Business Address]
- **\*\*Registered Agent Name\*\***: [Registered Agent Name]
- **\*\*Registered Agent Address\*\***: [Registered Agent Address]
- **\*\*Members/Managers\*\***: [List of Members/Managers]

Enclosed with this letter, please find the necessary documents and fees required for the application process, including:

1. Completed LLC Articles of Organization
2. [Any additional required form, if applicable]
3. Payment for filing fees

Please let me know if any further information or documentation is needed to process my application. I look forward to your prompt response and appreciate your assistance in establishing my business.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your LLC Name, if applicable]