

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Secretary of State's Office]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for Limited Liability Company (LLC) Formation

Dear [Secretary of State/Appropriate Official],

I am writing to formally submit my application for the formation of a Limited Liability Company (LLC) in [State Name]. Below are the details pertinent to the application:

1. **\*\*Name of the LLC\*\***: [Proposed LLC Name]
2. **\*\*Principal Office Address\*\***: [Business Address]
3. **\*\*Registered Agent\*\***: [Registered Agent Name and Address]
4. **\*\*Duration of the LLC\*\***: [Indefinite or specify a duration]
5. **\*\*Purpose of the LLC\*\***: [Brief description of business activities]

Enclosed with this letter are the necessary forms and applicable fees. I affirm that the chosen LLC name is available and complies with all naming regulations.

I appreciate your prompt attention to this matter. Should you require any further information or documentation, please feel free to contact me via phone or email.

Thank you for your assistance.

Sincerely,

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