

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

[Secretary of State's Office/Appropriate Regulatory Agency]
[Agency Address]
[City, State, Zip Code]

Subject: Application for LLC Formation

Dear [Recipient's Name or "To Whom It May Concern"],
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]. Below are the details regarding the proposed LLC:

1. ****LLC Name****: [Proposed Name of LLC]

(Please ensure the name adheres to state requirements.)

2. ****Principal Office Address****: [Principal Business Address]

3. ****Registered Agent****:

Name: [Registered Agent's Name]

Address: [Agent's Address]

(The registered agent must be a resident of [State] or a corporation authorized to conduct business in [State].)

4. ****Business Purpose****:

[Brief description of the nature of the business and its intended activities.]

5. ****Management Structure****:

[Indicate whether the LLC will be member-managed or manager-managed and provide relevant details regarding management.]

6. ****Members/Managers Information****:

[List all members/managers along with their addresses and designations.]

7. ****Duration****:

[Specify if the LLC is intended to have a specific duration or if it will be perpetual.]

Enclosed with this letter are the following documents:

- Articles of Organization
- [Any additional documents required by your state, such as operating agreements, initial reports, etc.]
- [Payment for filing fees]

Please let me know if additional information or documentation is needed to complete this application. I appreciate your attention to this matter and look forward to receiving confirmation of the formation of our LLC.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending via mail)]

[Your Printed Name]

[Your Title/Position, if applicable]

[Name of LLC, if applicable]