

[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: Formation of [Your LLC Name]

I am writing to formally announce the formation of my Limited Liability Company (LLC) named [Your LLC Name], which will be registered in the state of [State Name]. The primary purpose of this LLC will be [briefly describe the business purpose or activities].

The members of the LLC are as follows:

1. [Member Name] - [Role/Title]
2. [Member Name] - [Role/Title]
3. [Member Name] - [Role/Title]

We intend to ensure compliance with all state regulations and requirements for LLCs. Please let me know if you need any further documentation or information regarding the formation process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your LLC Name]