

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

[State Department/Registrar's Office]  
[Department/Office Address]  
[City, State, ZIP Code]

Subject: Application for LLC Registration

Dear [Recipient's Name or "To Whom It May Concern"],  
I am writing to formally apply for the registration of a Limited Liability Company (LLC) under the laws of [State]. Below are the details pertinent to the LLC registration:

1. \*\*LLC Name:\*\*  
[Proposed Name of the LLC]
2. \*\*Business Address:\*\*  
[Physical Address of the LLC]
3. \*\*Nature of Business:\*\*  
[Brief description of the business activities]
4. \*\*Registered Agent:\*\*  
[Name of Registered Agent]  
[Address of Registered Agent]
5. \*\*Members/Managers:\*\*
  - [Name of Member/Manager 1, Address, and Percentage Ownership]
  - [Name of Member/Manager 2, Address, and Percentage Ownership](Add additional members/managers as necessary)
6. \*\*Duration of the LLC:\*\*  
[Indicate if the LLC is intended to be perpetual or specify an end date]
7. \*\*Operating Agreement:\*\*  
[Indicate whether you have an operating agreement and provide a brief description]

Enclosed please find the required documents and filing fees as outlined by your office.

I kindly request that you process this registration at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me via the email or phone number provided above.

Thank you for your attention to this matter.

Sincerely,

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