

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

[State's LLC Office]
[Office Address]
[City, State, Zip Code]

Dear [State's LLC Office/Specific Person's Name],
I am writing to apply for the formation of a Limited Liability Company (LLC) in the state of [Your State]. The proposed name of the LLC is [Your LLC Name].

The purpose of this LLC is to [briefly describe the business purpose].
The registered agent for the LLC will be [Registered Agent's Name] with an address of [Registered Agent's Address].

Please find enclosed the necessary documents and fees required for the formation of the LLC.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position if applicable]