

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the formation of a Limited Liability Company (LLC) in the state of [State Name]. Below are the details for the proposed LLC:

1. ****LLC Name****: [Proposed LLC Name]
2. ****Business Address****: [Business Address]
3. ****Registered Agent****: [Registered Agent Name and Address]
4. ****Business Purpose****: [Brief Description of Business Activities]
5. ****Members****:
 - [Member 1 Name, Address, Ownership Percentage]
 - [Member 2 Name, Address, Ownership Percentage](Add more members if necessary)

Please let me know if you require any additional information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]