

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

[Recipient's Name]
[Recipient's Title/Position]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Subject: Establishment of Limited Liability Company (LLC)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the establishment of a Limited Liability Company (LLC) under the laws of [State].

Company Name: [Proposed LLC Name]

Business Purpose: [Brief description of business activities]

Registered Address: [LLC's registered office address]

Members: [Names and addresses of members]

Enclosed with this letter are the necessary documents required for the LLC formation, including:

1. Articles of Organization
2. Operating Agreement
3. [Any other required documents]

I kindly request your assistance in reviewing and processing this application at your earliest convenience. Should you require any additional information or further documentation, please do not hesitate to reach out to me via email or phone.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your LLC Name (if applicable)]