

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

[State's Secretary of State Office]  
[Office Address]  
[City, State, Zip Code]

Subject: LLC Formation - [Your LLC Name]

Dear [Secretary of State / Appropriate Title],

I am writing to formally request the establishment of a Limited Liability Company (LLC) called [Your LLC Name] in the state of [State]. Below are the pertinent details regarding the formation:

1. **\*\*Name of LLC\*\***: [Your LLC Name]
2. **\*\*Principal Office Address\*\***: [Your LLC Address]
3. **\*\*Registered Agent\*\***: [Registered Agent's Name & Address]
4. **\*\*Purpose of LLC\*\***: [Brief Description of Business Activities]
5. **\*\*Members/Managers\*\***: [List of Members and their Addresses]

Enclosed please find the required documents and filing fee of [Amount] for your processing.

Thank you for your assistance in this matter. Please confirm receipt of this letter and the formation of my LLC at your earliest convenience.

Sincerely,

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

Enclosures:

- Articles of Organization
- Filing Fee Payment
- [Any Other Required Documents]