

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

[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Limited Liability Company (LLC) Formation

I am writing to formally apply for the formation of a Limited Liability Company (LLC) under the name "[Proposed LLC Name]." The purpose of this LLC is to [briefly describe the business purpose or mission].

The principal office will be located at [Business Address], and the registered agent for the LLC will be [Registered Agent Name] at [Registered Agent Address].

Enclosed with this letter are the required documents, including:

1. Articles of Organization
2. Operating Agreement (if applicable)
3. Initial Member/Manager information
4. Any necessary supporting documents

I understand that the filing fee is [amount] and I have included payment with this application.

Please let me know if you require any further information or if there are additional steps needed to process this application. I look forward to your prompt response regarding the formation of my LLC.

Thank you for your attention to this matter.

Sincerely,

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