

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

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

Dear [Recipient's Name],

I am writing to formally request the establishment of a Limited Liability Company (LLC) under the name [Proposed LLC Name]. Our business will focus on [brief description of business activities].

The members of the LLC will be:

1. [Member Name, Address]
2. [Member Name, Address]

We are committed to complying with the legal requirements and regulations necessary for operating our LLC and appreciate your guidance through this process.

Thank you for considering this application. I look forward to your prompt response.

Sincerely,

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