

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

Dear [Agency Name/Recipient's Name],

Subject: Application for Limited Liability Company Registration

I hope this letter finds you well. I am writing to formally apply for the registration of a Limited Liability Company (LLC) in the state of [State Name].

1. ****Business Name****: I would like to register my LLC under the name "[Desired LLC Name]".

2. ****Business Address****: The principal office will be located at [Business Address].

3. ****Member Information****: The members of the LLC will include:

- [Member Name 1, Address, and Ownership Percentage]
- [Member Name 2, Address, and Ownership Percentage]
- [Add more members as needed]

4. ****Purpose of the LLC****: The purpose of the business is to [brief description of business activities].

5. ****Duration****: The LLC will be established for [duration, e.g., "perpetual duration" or "specific number of years"].

Enclosed are the necessary documents including the Articles of Organization, the Operating Agreement, and the required fees for registration.

I appreciate your assistance in processing this application. Should you require any further information or documents, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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