

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

[Recipient Name]
[Recipient Title]
[State's Business Registration Office]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for LLC Registration

I am writing to formally request the registration of my Limited Liability Company (LLC) in the state of [State Name]. Below are the details required for the registration process:

****Company Name:**** [Your LLC Name]
****Business Address:**** [Address of the LLC]
****Registered Agent Name:**** [Agent's Name]
****Registered Agent Address:**** [Agent's Address]
****Members/Managers Information:****

1. [Member/Manager Name, Address]
2. [Member/Manager Name, Address]
3. [Member/Manager Name, Address]

I have enclosed the necessary documents and payment for the registration fee. Please let me know if you require any additional information or documentation.

Thank you for your assistance.

Sincerely,

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