

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[State Department/Agency Name]
[Department Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apply for the formation of a Limited Liability Company (LLC) in the state of [State]. I would like to register my business under the name [Proposed LLC Name] and would appreciate your guidance in finalizing this process.

[Provide a brief description of your business, including its purpose and any relevant details.]

Attached to this letter, you will find the necessary documents and forms required for the LLC application, including:

1. Articles of Organization
2. Operating Agreement
3. [Any additional documents, if applicable]

I have ensured that all information is complete and accurate to the best of my knowledge. Please let me know if there are any further requirements or clarifications needed to process this application.

Thank you for your assistance. I look forward to your response and hope to finalize the establishment of my LLC promptly.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Proposed LLC Name]