

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

[Recipient Name]
[Recipient Title]
[State Department or Agency Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the registration of a Limited Liability Company (LLC) in the state of [State Name]. The details for the proposed LLC are as follows:

- LLC Name: [Desired LLC Name]
- Principal Office Address: [Address of Principal Office]
- Registered Agent Name: [Registered Agent Name]
- Registered Agent Address: [Registered Agent Address]

Enclosed with this letter are the necessary documents and fees required for the LLC registration process.

Thank you for your attention to this matter. I look forward to your confirmation of the LLC registration.

Sincerely,

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