

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[State LLC Filing Office]
[Office Address]
[City, State, Zip Code]
Subject: LLC Filing Application for [Your LLC Name]
Dear [Recipient Name],
1. ****Introduction****
a. State the purpose of the letter - to file an LLC.
b. Mention the name of the LLC you wish to register - [Your LLC Name].
2. ****Business Information****
a. Provide a brief description of the business activities.
b. List the registered address of the LLC:
- [Full Address]
3. ****Members and Management Structure****
a. List the names and addresses of all members:
- [Member Name 1, Address]
- [Member Name 2, Address]
b. Specify the management structure (member-managed or manager-managed).
4. ****Filing Information****
a. Enclose a completed LLC formation document (e.g., Articles of Organization).
b. Mention any required filing fees included with the application.
5. ****Conclusion****
a. Express willingness to provide additional information if needed.
b. Thank the recipient for their assistance.
Sincerely,
[Your Name]
[Your Title (if applicable)]
[Your LLC Name]
[Enclosures: (List any documents you are including if applicable)]