

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Office/Department Name]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Limited Liability Company (LLC) Formation

I hope this letter finds you well. I am writing to formally submit my application for the formation of a Limited Liability Company (LLC) pursuant to the applicable state laws and regulations.

****Company Information:****

- Proposed LLC Name: [Your LLC Name]
- Principal Business Address: [Business Address]
- Purpose of LLC: [Brief Description of Business Activities]
- Management Structure: [Member-managed or Manager-managed]
- Names and Addresses of Members/Managers:
 - [Member/Manager Name 1] - [Address]
 - [Member/Manager Name 2] - [Address]

Attached to this letter, you will find the completed application form, as well as the required supporting documents, including:

1. Certificate of Organization
2. Operating Agreement
3. Payment for Filing Fees

Please let me know if you require any further information or additional documentation to process my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]
[Your LLC Name (if applicable)]