

[Your Name/Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name, if applicable]

[Address]

[City, State, Zip Code]

**Subject: Inquiry Regarding New LLC Formation and Insurance Coverage**

Dear [Recipient Name],

I am writing to formally inquire about the procedures and requirements for the formation of a new Limited Liability Company (LLC) to be named [**Proposed Business Name**].

Please provide information regarding the following:

- Required documentation and filing fees for the Articles of Organization.
- Estimated timeline for state approval and registration.
- Requirements for obtaining a federal Employer Identification Number (EIN).

Furthermore, we are seeking a comprehensive review of necessary insurance coverage to protect the entity's assets and management. We would like to request quotes or consultation for the following:

- General Liability Insurance
- Professional Liability / Errors and Omissions
- Workers' Compensation (if applicable)
- Directors and Officers (D&O) Insurance

Please let us know what additional information is required from our side to proceed with the filing and the insurance underwriting process. We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]