

[Date]

[Recipient Name/Department]

[Organization Name]

[Address Line 1]

[City, State, Zip Code]

**Subject: Identification of Formed Business Entity - [Entity Name]**

To Whom It May Concern,

This letter serves as formal notification and identification of the newly formed business entity. Please update your records to reflect the following information:

- **Legal Business Name:** [Full Legal Name]
- **Entity Type:** [e.g., LLC, Corporation, Partnership]
- **Formation Date:** [Date of Incorporation/Organization]
- **State of Formation:** [State Name]
- **Federal Tax ID (EIN):** [XX-XXXXXXX]
- **Principal Business Address:** [Physical Address, City, State, Zip]
- **Registered Agent:** [Name of Registered Agent]

The undersigned confirms that the entity is duly organized and in good standing under the laws of the state mentioned above. Attached to this letter, please find the [Articles of Organization/Incorporation] and the [IRS EIN Confirmation Letter] for your reference.

Should you require any further documentation or information, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title/Position]