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[Mailing Address]  
 [City, State & Zip Code]

3 March 2016

New York Department of State  
Division of Corporations  
One Commerce Plaza  
99 Washington Avenue  
Albany, NY 12231

**RE: [Expedited ]Filing of Articles of Organization for  
[Name of LLC] and Request for Certified Copy**

Dear Sir or Madam,

Enclosed please find the following:

1. Cover sheet
2. Articles of Organization of [Name of LLC]
3. Check for $220 ($200 filing fee, plus $20 for two certified copies)
4. [Check for $25 (for 24-hour expedited filing)]

Kindly file the Articles of Organization of [Name of LLC][ expeditiously, within 24 hours], and send two (2) certified copies to [name, mailing address, city, state & zip code].

Please call me at [telephone number] if you have any questions or require anything further in connection with this filing request.

Thank you for your kind attention to this matter.

Yours faithfully,  
   
[Signature]  
[Name]

ENCL ([3/4])