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Reference: OPA/2016/WEB-001

29 February 2016

Dear Reader,

Thank you for downloading the New York Limited Liability Company Articles of Organization Filing Request Cover Letter Form from our firm's website, www.jameshsuilaw.com.

While this form has been prepared by us, gratis, for your convenience, it is ***provided to you for general informational purposes only***. It is ***not legal advice, and should not be used as a substitute for legal or other advice***.

Please be aware that ***your use of this form does not create an attorney-client relationship between you and us***. We ask all our clients to sign letters of engagement with us, in accordance with New York's rules governing attorneys. These letters confirm the relationship between us and our clients, and describe the specific parameters of our unique relationship with each distinct client. ***Unless you have signed such a letter, we are not your lawyer***. If you have signed such a letter with our firm, please let us take this opportunity to thank you for choosing us!

This form can be used, in connection with the formation of a New York LLC, as a letter requesting that the LLC's Articles of Organization be filed with the Secretary of State. It also includes a request for two certified copies to of the filed Articles of Organization for the LLC's company file and for purposes such as opening a bank account. If desirable, the form can also be used to request expedited filing.

Similar forms are available at legal stationary stores. ***You do not have to use this form, and if you decide to do so, you do so at your own risk. We make no guarantees and will not be responsible for any result that is not to your liking.***

The fee amounts referenced in the form are ***current as of 29 February 2016***. Please check the Division of Corporations' website, www.dos.ny.gov/corps, to see if they have changed.

Lastly, while you may form a New York LLC by yourself, ***we recommend that you get the appropriate legal support of lawyer*** when forming a business entity.

We hope this information has been helpful to you. Thank you again for visiting our website.

Yours most faithfully,

James J. Hsui
Principal
on behalf of
James Hsui, PLLC

[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])