

# LLC Operating Agreement Revision

Date: [Insert Date]

[Your Name]

[Your Title]

[LLC Name]

[LLC Address]

To Whom It May Concern,

We are writing to formally notify you of a revision to the Operating Agreement of [LLC Name], dated [Original Agreement Date]. The changes have been made in accordance with the guidelines set forth in the existing Operating Agreement and have been approved by all members.

## Revised Sections

- **Section 1:** [Description of revision]
- **Section 2:** [Description of revision]
- **Section 3:** [Description of revision]

All members are encouraged to review the revised Operating Agreement attached herein. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[LLC Name]