

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Federal Communications Commission

[Address]  
[City, State, Zip Code]

Subject: Application for [Specific Application Type]

Dear [FCC Official's Name or "To Whom It May Concern"],  
I am writing to submit my application for [specific application type,  
e.g., a new radio station license, frequency allocation, etc.], under the  
FCC regulations.

1. **\*\*Applicant Information\*\***

- Name: [Your Name or Company Name]
- Address: [Your Address]
- Contact Information: [Your Phone Number and Email]
- Tax Identification Number: [Your TIN/SSN]

2. **\*\*Requested Action\*\***

I am requesting [describe the specific action you are requesting].

3. **\*\*Supporting Documentation\*\***

Attached to this letter are the necessary documents supporting my  
application, including:

- [Document 1: description]
- [Document 2: description]
- [Document 3: description]

4. **\*\*Compliance with Regulations\*\***

I confirm that my application complies with all relevant FCC regulations  
and requirements.

Thank you for your attention to this matter. I look forward to your  
prompt processing of my application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title (if applicable)]