

[Your Name]
[Your Title]
[Your Company/Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[ATF Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Federal Firearms License (FFL)

I am writing to formally submit my application for a Federal Firearms License (FFL) as required under the Gun Control Act of 1968.

[Briefly introduce your business and its purpose related to firearms, including any relevant experience or credentials.]

Enclosed are the completed application form, required fees, and relevant documentation, including [list any specific documents you are including, such as proof of business location, identification, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Business Name]