

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a Federal Firearms License (FFL) under the Gun Control Act. I am seeking this license to [briefly explain the purpose, e.g., engage in the business of selling firearms, manufacturing firearms, etc.].

As required, I have completed the necessary forms and gathered the documentation needed for this application. [Mention any relevant experience or qualifications that support your application.]

I understand the importance of adhering to all federal, state, and local laws regarding firearms, and I am committed to maintaining compliance throughout the duration of my license.

Please find attached the completed forms and additional documentation for your review. I appreciate your consideration of my application and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]
[Your Business Name (if applicable)]
[Attachments: List of documents provided]