

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

[Recipient's Name]
[Recipient's Title]
[ATF Field Division Office Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Federal Firearms License Application Status

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my Federal Firearms License (FFL) application submitted on [submission date]. My application reference number is [application number].

I understand that the review process may take time, but I would appreciate any updates you could provide regarding my application's current status.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]