

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to introduce myself as I submit my Federal Firearms License (FFL) application. My name is [Your Name], and I am [a brief background about yourself, including any relevant experience or qualifications].

I understand the responsibility that comes with holding an FFL, and I am committed to adhering to all regulations and standards set forth by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). My intention with this license is [explain your purpose for applying, e.g., to open a firearms shop, engage in gunsmithing, etc.].

Thank you for considering my application. I look forward to the opportunity to contribute positively to the firearms community.

Sincerely,
[Your Name]