

[Your Business Letterhead]

[Your Name]

[Your Title]

[Your Business Name]

[Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Bureau of Alcohol, Tobacco, Firearms and Explosives]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Federal Firearms License (FFL)

I am writing to formally apply for a Federal Firearms License (FFL) for my business, [Your Business Name]. We are located at [Business Address], and our primary operations involve [briefly describe your business operations related to firearms, e.g., retail sales, gunsmithing, manufacturing, etc.].

As detailed in the attached application form and documentation, we meet all the necessary requirements and legal standards set forth by federal regulations. Our goal is to [state the purpose of obtaining the FFL, e.g., enhance customer service, expand product offerings, ensure compliance with the law, etc.].

Enclosed, please find the completed application form, fingerprint cards, and any applicable fees. I am fully prepared to comply with all regulations and will maintain meticulous records to ensure all transactions are documented according to federal requirements.

Thank you for considering our application. I look forward to your prompt response and am happy to provide any additional information needed.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Business Name]