

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

[Recipient's Name]
[Recipient's Title]
[Agency Name]
[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application Request for Federal Firearms License (FFL)

I hope this letter finds you well. I am writing to formally request the application for a Federal Firearms License (FFL) as I am interested in [briefly explain the purpose, e.g., "engaging in the business of selling firearms"].

As per the requirements, I understand that I need to provide the necessary documentation and comply with all associated regulations. I am prepared to complete the necessary forms and submit any additional information required for the processing of my application.

Please let me know if there are specific documents you need me to include or any particular procedures I should follow to expedite my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]