

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

[Recipient Name]
[Recipient Title]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Subject: Application for Federal Firearms License (FFL)

Dear [Recipient Name],

I am writing to formally apply for a Federal Firearms License (FFL) as required by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). My intention is to [briefly describe the purpose of the FFL, e.g., operate a firearm business, collect firearms, etc.].

I have completed all necessary forms and provided the required documentation, including:

- ATF Form 7 (Application for Federal Firearms License)
- Fingerprints and photographs
- Certification of compliance with state and local laws
- Proof of residency and business location
- Any additional documents as required

I understand the responsibilities and legal obligations associated with holding an FFL and am committed to adhering to all regulations set forth by the ATF and other relevant authorities.

Please find enclosed my application along with the required fees. I look forward to your positive response and am eager to contribute to the responsible ownership and handling of firearms.

Thank you for considering my application. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]