

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

Dear [Recipient Name],

Subject: Application for Federal Firearms License

I am writing to formally apply for a Federal Firearms License (FFL) under the category of [specific category, e.g., dealer, manufacturer, etc.]. My intention is to [briefly state your purpose -- e.g., operate a firearm dealership, manufacture firearms, etc.]. I am committed to adhering to all applicable federal, state, and local regulations regarding firearms handling and sales.

Enclosed with this letter, you will find the completed application form (ATF Form 7), along with the required supporting documents, which include:

1. A copy of my state identification
2. Business entity documents (if applicable)
3. [Any additional documents]

I understand the importance of responsible firearm ownership and sales, and I am eager to ensure that I meet all necessary legal requirements as part of this process.

Thank you for considering my application. I look forward to your response and am happy to provide any additional information you may require.

Sincerely,

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