

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[FFL Application Office/Agency Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my intent to apply for a Federal Firearms License (FFL) and to provide you with some personal background information.

Having been an avid firearms enthusiast for many years, I have developed a strong understanding of firearm safety and responsible ownership.

Throughout my experiences, I have also participated in various community events that promote safe firearm practices and education.

I intend to operate my business with the highest standards of professionalism and compliance with all federal and state regulations. My goal is not only to sell firearms but also to educate and support responsible firearm ownership within my community.

Please find enclosed my completed application form along with any necessary documents. I am eager to abide by all legal requirements and am prepared to engage with you further if needed.

Thank you for considering my application. I look forward to your response.

Sincerely,

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