

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

Dear [Recipient Name],

Subject: Application for Federal Firearms License (FFL)

I am writing to formally submit my application for a Federal Firearms License (FFL) under the [specific type of license, e.g., Type 01, Type 07, etc.], as required by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

Enclosed with this letter, you will find the completed application form [ATF Form 7], along with the applicable fees and necessary documentation, including:

- [List of enclosed documents, e.g., fingerprints, photographs, business documentation, etc.]

I have thoroughly reviewed the requirements outlined by the ATF and am committed to adhering to all federal, state, and local laws governing firearms transactions.

Should you require any additional information or documentation to facilitate the processing of my application, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]