

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

Dear [Recipient's Name],

I am writing to apply for a Federal Firearms License (FFL) in accordance with the regulations set forth by the Bureau of Alcohol, Tobacco, Firearms and Explosives.

I am seeking this license for [mention purpose, e.g., conducting business as a firearms dealer, manufacturing firearms, etc.]. My qualifications include [briefly describe relevant experience, training, or background]. I have completed all required forms and have enclosed the necessary documentation, including [list documents, e.g., Form 7, fingerprint cards, photos, etc.].

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

Sincerely,
[Your Name]