

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

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

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 explain purpose, e.g., engage in the business of selling firearms, gunsmithing, etc.].

I understand the responsibilities that come with owning an FFL and am committed to following all applicable laws and regulations. I have taken the necessary steps to prepare for this process, including [list relevant steps or preparations, e.g., background checks, training, etc.].

Enclosed with this letter are the required forms, including [list any enclosed documents, e.g., application forms, identification, fees, etc.].

I appreciate your consideration of my application and look forward to your positive response.

Thank you for your time and attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]