

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the process and requirements for obtaining a Federal Firearms License (FFL).

I am interested in [briefly state your purpose: starting a firearms business, enhancing my personal collection, etc.].

Could you please provide me with detailed information regarding the following:

1. Application process and forms needed
2. Fees associated with obtaining the license
3. Background checks and other eligibility requirements
4. Any specific regulations I should be aware of

I appreciate your assistance and look forward to your prompt response.

Thank you for your time and support in helping me navigate this process.

Sincerely,

[Your Name]