

[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]

Subject: Clarification Letter Regarding FFL License Application

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide clarification regarding my application for a Federal Firearms License (FFL), submitted on [insert application submission date].

[In this paragraph, explain the specific aspects of your application that require clarification. Be concise and to the point, providing any necessary details, such as discrepancies, additional documentation, or explanations of your business operations.]

I appreciate your attention to this matter and am eager to ensure that all requirements for my FFL application are satisfactorily met. If further information is needed, please feel free to reach out to me at the contact information provided above.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Business Name (if applicable)]