

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

[ATF Local Field Office Address]
[City, State, Zip Code]

Subject: Change of Address Notification for FFL License

Dear Sir/Madam,

I am writing to formally notify you of a change of address for my Federal Firearms License (FFL) [FFL Number].

New Address:

[New Business Name, if applicable]
[New Address]
[City, State, Zip Code]

Effective Date of Change: [Effective Date]

Please update your records accordingly. Should you require any further information or documentation, do not hesitate to contact me at the phone number or email address provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Current FFL License Type]