

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

[Recipient Name]
[Recipient Title]
[Agency/Organization Name]
[Agency Address]
[City, State, ZIP Code]

Subject: Application for Federal Firearms License (FFL)

Dear [Recipient Name],

I am writing to formally apply for a Federal Firearms License (FFL) under the provisions of the Gun Control Act of 1968.

****Applicant Information:****

- Name: [Your Full Name]
- Business Name: [Your Business Name] (if applicable)
- Type of Business: [Type of FFL]
- Physical Address: [Your Business Address]
- Mailing Address: [If different from physical address]
- Phone Number: [Your Contact Number]
- Email: [Your Email Address]

I have completed all necessary forms and enclosed the required fees along with this letter. I am fully aware of all legal obligations and responsibilities that come with holding an FFL.

Please find enclosed the following documents:

1. Completed ATF Form 7 (5310.12)
2. Payment for the application fee
3. [Any additional documents, if necessary]

I appreciate your prompt attention to my application and look forward to your response. Should you require any additional information or documentation, please do not hesitate to contact me directly.

Thank you for your consideration.

Sincerely,

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