

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

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

Subject: Application for Renewal of Federal Firearms License (FFL)

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request the renewal of my Federal Firearms License (FFL), License Number: [Your FFL Number]. My current license is set to expire on [Expiration Date].

Please find enclosed the completed renewal application form (ATF Form 7/7CR) along with the necessary fees and any supporting documentation as required.

I appreciate your attention to this matter and look forward to your prompt processing of my renewal application. Should you need any additional information or clarification, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Business Name (if applicable)]

[Your Position (if applicable)]

Enclosures:

1. Completed Form ATF 7/7CR
2. Payment for renewal fees
3. [Any additional documents]