

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

[ATF Office Address]
[Bureau of Alcohol, Tobacco, Firearms and Explosives]
[City, State, Zip Code]

Subject: Application for Federal Firearms License Transfer

Dear Sir/Madam,

I am writing to formally request the transfer of my Federal Firearms License (FFL) from my current location to my new address. Below are the details pertaining to my FFL:

- FFL Holder Name: [Your Full Name]
- Current FFL Number: [Your FFL Number]
- Current FFL Address: [Current Address]
- New FFL Address: [New Address]
- Reason for Transfer: [Brief explanation for the transfer]

Enclosed with this letter are the necessary forms and documentation required for the transfer process. I kindly ask that you process this request at your earliest convenience.

Thank you for your attention to this matter. If you need any further information or clarification, please do not hesitate to contact me.

Sincerely,

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