

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

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

Dear [Recipient Name],

Subject: Application for Federal Firearms License (FFL)

I am writing to formally apply for a Federal Firearms License (FFL) under [specify type of FFL, e.g., Type 01, Type 07, etc.]. I am committed to adhering to all federal, state, and local laws governing the sale and distribution of firearms.

In line with this application, I have included the following documentation:

1. Completed ATF Form 7 (Application for Federal Firearms License)
2. Payment for the applicable license fee
3. Fingerprints for background check
4. Certificate of Compliance with state and local laws
5. Any additional documents required by the ATF

Please feel free to contact me if you need any further information or clarification regarding my application. I appreciate your consideration and look forward to your prompt response in this matter.

Thank you for your attention to my request.

Sincerely,

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