

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) or relevant authority]
[Address]
[City, State, Zip Code]
Subject: Notification of FFL License Status
Dear [Recipient Name],
I hope this letter finds you well. I am writing to inquire about the status of my Federal Firearms License (FFL), application number [insert application number here].
As of today, [insert the date], I have not yet received any updates regarding the approval or denial of my application. I submitted my application on [insert submission date], and I would appreciate any information you could provide regarding its current status.
Thank you for your attention to this matter. I look forward to hearing from you soon.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your FFL Type (if applicable)]
[Your FFL Number (if applicable)]