

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

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

Subject: Notification of Federal Firearms License Application

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you that I have submitted my application for a Federal Firearms License (FFL) on [Date of Application Submission].

Please find the details of my application below:

- Applicant Name: [Your Name]
- Business Name (if applicable): [Your Business Name]
- Type of License Requested: [Type of FFL]
- Application Reference Number (if applicable): [Reference Number]

I am committed to complying with all federal, state, and local regulations regarding the sale and transfer of firearms. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title (if applicable)]