

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

Subject: Application for Federal Firearms License

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

I am writing to formally apply for a Federal Firearms License (FFL) under the Gun Control Act of 1968. I am intending to engage in [describe your intended business or activities, e.g., the retail sale, gunsmithing, or manufacturing of firearms].

Enclosed with this letter, you will find the completed application form (ATF Form 7), as well as the required fee and all additional documents as specified in your guidelines.

I am fully aware of the responsibilities that come with holding a Federal Firearms License and am committed to complying with all federal, state, and local regulations pertaining to firearms commerce.

Thank you for your consideration of my application. I look forward to your prompt response.

Sincerely,

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