

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Approval of FZCO

Dear [Recipient's Name],

I hope this letter finds you well.

We are writing to formally request approval for our Free Zone Company (FZCO) registration as per the relevant regulations. Our company aims to [briefly describe the nature of your business and its objectives].

Enclosed with this letter are the necessary documents required for your review:

1. [Document 1]

2. [Document 2]

3. [Document 3]

We appreciate your attention to this matter and look forward to your favorable response. Should you require any further information or clarification, please do not hesitate to contact us.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Signature] (if sending a hard copy)