

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

[Recipient's Name]
[Recipient's Title]
[Company/Authority Name]
[Company/Authority Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for FZCO Registration

I am writing to formally apply for the registration of a Free Zone Company (FZCO) under [specific free zone name].

[Provide a brief introduction about your business, including its purpose and objectives. Explain why you are applying for FZCO registration and how it aligns with the goals of the free zone.]

Enclosed with this letter, you will find the required documents, including:

1. Completed application form
2. Business plan
3. Copies of identification documents
4. Proof of address
5. Any other relevant documents

I appreciate your consideration of my application and look forward to your positive response. Should you require any further information, 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/Position]
[Your Company Name] (if applicable)