

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Free Trade Agreement (FTA)

I hope this letter finds you well. I am writing to formally initiate the application process for the Free Trade Agreement (FTA) concerning our business operations in [mention the relevant countries or regions].

As [Your Company] is keen on expanding our market presence and leveraging the benefits offered by the FTA, we seek your guidance on the application procedure and any specific documentation required.

We would appreciate any information on the following:

1. ****Eligibility Criteria:**** Details regarding the qualifications needed for FTA application.
2. ****Documentation Required:**** A comprehensive list of the documents that must accompany our application.
3. ****Application Timelines:**** Expected timeframes from submission to approval.
4. ****Support Services:**** Availability of any support services or consultations to assist us during this process.

We believe that securing an FTA will significantly promote our trade activities and foster our competitive edge in the market. We look forward to your prompt response with the necessary details so we can proceed accordingly.

Thank you for your attention to this matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company]