

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

[Date]
[Recipient Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

****Subject: Application for Free Trade Agreement (FTA) Participation****

1. ****Introduction****

- Briefly introduce yourself and your organization.
- State the purpose of the letter: to apply for FTA participation.

2. ****Background Information****

- Provide a brief history of your organization.
- Highlight relevant experience or qualifications related to

international trade.

3. ****Objectives of FTA Participation****

- Clearly outline the objectives you aim to achieve through the FTA.
- Mention potential benefits to your organization and the economy.

4. ****Proposal Details****

- Detail the specific areas of trade or services you wish to cover under the FTA.

- Highlight any existing partnerships or trade relationships that support your application.

5. ****Supporting Evidence****

- Include any data, statistics, or documentation that strengthens your application.

- Mention endorsements or support from industry associations, if applicable.

6. ****Conclusion****

- Reiterate your enthusiasm for participating in the FTA.

- Express willingness to provide additional information or participate in discussions.

7. ****Closing****

- Thank the recipient for considering your application.

- Provide your contact information for follow-up.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]