

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

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to inquire about the application process for the Free Trade Agreement (FTA) as it pertains to [specific details related to your situation or business].

[Provide a brief description of your interest or involvement with the FTA, including any relevant background information.]

I would greatly appreciate any information you could provide regarding the steps required to submit an application, as well as any necessary documentation or qualifications needed to proceed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]