

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Free Trade Agreement (FTA) Access

I am writing to formally apply for participation under the [specific Free Trade Agreement, e.g., USMCA, TPP] on behalf of [Your Company Name], based in [Your Location]. We are a [brief description of your business, e.g., manufacturer, exporter] specializing in [specific products/services you offer].

As a company committed to expanding our international trade operations, we believe that our participation in this FTA will enable us to enhance our competitiveness in [target markets]. The preferential tariff rates and reduced trade barriers outlined in the agreement are vital for our continued growth and success.

To support this application, we have provided the necessary documentation, including:

1. Completed FTA application form
2. Company registration documents
3. Evidence of compliance with the FTA's rules of origin
4. Recent financial statements
5. [Any other required documents]

We are eager to leverage the advantages of the FTA to not only grow our business but also contribute positively to the [local/national] economy and workforce.

Thank you for considering our application. We look forward to your favorable response and are happy to provide any additional information as needed.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Phone Number]

[Email Address]

[Website URL] (if applicable)