

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

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

Dear [Recipient Name],

Subject: Guidelines for FTA Application Process

I hope this letter finds you well. I am writing to request information regarding the guidelines for the Free Trade Agreement (FTA) application process. Specifically, I would appreciate clarification on the following points:

1. ****Eligibility Criteria****: Please outline the eligibility requirements for applicants.
2. ****Application Timeline****: What are the key dates and deadlines associated with the application process?
3. ****Required Documentation****: Could you provide a list of documents necessary to complete the application?
4. ****Submission Process****: What is the process for submitting the application and necessary documentation?
5. ****Follow-up Procedures****: How can applicants track the progress of their application?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]