

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

Dear [Recipient's Name],

Subject: Letter of Explanation for FTA Application

I hope this letter finds you well. I am writing to provide a detailed explanation regarding my application for [specific FTA program or benefit, e.g., Trade Adjustment Assistance, Preferential Tariff Treatment, etc.]. I would like to clarify certain points to ensure a comprehensive understanding of my situation.

[Explain the circumstances surrounding your application. Provide relevant background information, including any pertinent dates, events, or experiences that led to your application. Address any specific concerns or points that might require additional clarification.]

I understand the importance of this program and the criteria established for eligibility. [Reiterate your commitment to comply with all regulations and guidelines associated with the application process and how your situation aligns with them.]

Thank you for considering my application. I appreciate your attention to this matter and am more than willing to provide any further information or documentation if required.

Sincerely,
[Your Name]