

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

Dear [Recipient Name],

Subject: Letter of Intent for FTA Application

I am writing to express our intent to apply for the Free Trade Agreement (FTA) [Name of the FTA] that aims to enhance trade relations and economic cooperation between [Country/Region A] and [Country/Region B].

Our organization, [Your Organization], has consistently sought opportunities to expand our international trade initiatives and promote economic growth. We believe that participating in the FTA will enable us to [briefly outline your goals and expected benefits from the FTA, e.g., access new markets, improve supply chains, etc.].

We are currently in the process of gathering all necessary documentation and forming strategic partnerships to ensure a successful application. We understand the importance of compliance with all relevant guidelines and regulations, and we are committed to adhering to the stipulated requirements throughout this process.

We would appreciate any guidance or recommendations you may provide as we move forward with our application. Please let us know if any additional information is required at this stage.

Thank you for considering our application. We look forward to the opportunity to contribute to the goals of the FTA and foster a mutually beneficial relationship.

Sincerely,

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