

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

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

Dear [Recipient Name],

Subject: Application for Free Trade Agreement (FTA)

I hope this letter finds you well. I am writing to formally request the initiation of the application process for a Free Trade Agreement (FTA) between [Your Country/Organization] and [Recipient's Country/Organization].

[Provide a brief introduction about your organization and your interest in establishing an FTA.]

The proposed FTA would significantly benefit both parties by [mention the potential benefits such as economic growth, reduced tariffs, increased trade, etc.]. We believe that collaborating on this initiative can enhance trade relations and mutual economic interests.

To facilitate this process, we are prepared to provide any necessary documentation and engage in discussions at your earliest convenience. We would be grateful for the opportunity to elaborate on our proposal and discuss the next steps.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

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