

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request assistance with my application for the Free Trade Agreement (FTA) that aims to [briefly explain the purpose or goal of the FTA].

As we pursue this opportunity, your expertise and guidance would be invaluable to me. Specifically, I am seeking assistance with [mention specific areas where you need assistance, e.g., documentation, compliance, application forms].

I appreciate your attention to this matter and look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Thank you for your time and support.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]