

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

Dear [Recipient Name],

Subject: Application for Free Trade Agreement (FTA) Submission

I am writing to formally submit my application for the Free Trade Agreement (FTA) under the [specific program or context, if applicable]. In accordance with the guidelines set forth by [appropriate authority or organization], I have enclosed the required documentation, which includes:

1. Completed application form
2. Relevant financial statements
3. Business plan outlining our objectives and goals
4. Any additional documents as specified

I trust that the information provided meets the necessary criteria for consideration. Should you require any further information or clarification, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]