

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Approval of FTA Application

I hope this letter finds you well. I am writing to formally request your approval for our Free Trade Agreement (FTA) application submitted on [submission date]. This initiative is crucial for [Your Company's Name] and will significantly enhance our ability to [briefly explain the purpose, e.g., expand market reach, reduce tariffs, etc.].

We believe our company's commitment to [mention any relevant compliance, sustainability practices, or contributions] aligns with the objectives of the FTA and will benefit not only our organization but also the local economy by [mention potential impacts, e.g., job creation, enhancing trade relations, etc.].

Attached to this letter are the necessary documents supporting our application, including:

1. [List of attached documents, e.g., business plan, financial statements, compliance certifications, etc.]
2. [Additional documents]

We appreciate your attention to our request and would be grateful if you could expedite the review process. If there are any further requirements or clarifications needed, please do not hesitate to contact me directly. Thank you for your consideration, and I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]