

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

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

Dear [Recipient Name],

Subject: Application for FTA Approval

I hope this letter finds you well. I am writing to formally apply for approval under the Free Trade Agreement (FTA) for [specific product or service]. Our organization, [Your Organization Name], is committed to [brief description of your organization's mission and goals related to the application].

We believe that our participation in the FTA will not only benefit our organization but also contribute positively to [mention any broader economic or social benefits]. We have meticulously prepared all necessary documentation, including [list any attached documents, e.g., product descriptions, trade statistics, compliance certificates].

Please find attached:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We are eager to comply with all requirements outlined in the FTA guidelines and are happy to provide any additional information or clarification needed.

Thank you for considering our application. We look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

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