

[Your Name]
[Your Position]
[Your Company]
[Your 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 Free Trade Agreement Process

I am writing to formally request the initiation of the approval process for the Free Trade Agreement (FTA) between [Country A] and [Country B]. As an integral part of our commitment to enhancing international trade relations, this agreement aims to [briefly outline the purpose and benefits of the FTA].

We believe that the implementation of this FTA will lead to [mention key advantages such as economic growth, job creation, etc.]. To facilitate this process, we have attached all necessary documentation, including [list any documents or information you are including, e.g., economic impact assessments, compliance reports].

We appreciate your attention to this matter and look forward to your prompt response regarding the next steps in the approval process. Please do not hesitate to contact me if you require any further information or clarification.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]