

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: FTA Approval Notification

We are pleased to inform you that your application for Free Trade Agreement (FTA) approval has been successfully reviewed and approved. Details of the approval are as follows:

- FTA Name: [Name of FTA]
- Approval Number: [Approval Number]
- Date of Approval: [Approval Date]
- Validity Period: [Start Date] to [End Date]

Please ensure compliance with all terms and conditions outlined in the FTA framework. Attached to this letter are the relevant documents for your reference.

Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Congratulations on this significant milestone.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]