

[Your Name]
[Your Position]
[Your Company/Organization]
[Your 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 (FTA)

I hope this letter finds you well. I am writing to formally request your approval regarding the Free Trade Agreement (FTA) negotiations that our organization has been pursuing.

[Provide a brief background on the FTA, its significance, and any relevant details that support your request.]

We believe that securing this approval is crucial for [mention any potential benefits such as market access, economic growth, etc.].

We appreciate your consideration of this request and look forward to your positive response. Please feel free to reach out if you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]