

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my request for approval under the Free Trade Agreement (FTA) concerning [briefly describe the purpose of your request, e.g., a specific product, partnership, or business activity].

[Include a brief introduction about yourself or your organization and its relevance to the FTA.]

In support of my application, I have enclosed the following documents:

1. [List the documents you are including, e.g., business registration, compliance certificates, etc.]
2. [Document 2]
3. [Document 3]

Understanding the importance of compliance, I assure you that [mention any relevant policies or commitments related to the FTA].

Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address]. I appreciate your consideration of my application and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)  
[Your Organization] (if applicable)