

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Approval of Free Trade Agreement (FTA)

I hope this message finds you well. We are writing to formally request your approval for [specific FTA name, e.g., United States-Mexico-Canada Agreement (USMCA)] pertaining to our ongoing trade operations.

As per the requirements for compliance, we have attached all necessary documentation including [mention documents, e.g., certificates of origin, product descriptions, etc.]. We believe that our participation in this agreement will significantly enhance our trade capabilities while complying with all necessary regulations.

Please let us know if you require any additional information or clarification. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Attachment: List of Documents]