

****FTB Application Letter Checklist****

1. **Your Contact Information**

- Name
- Address
- Phone number
- Email address
- Date

2. **Recipient's Information**

- Name of the FTB representative (if known)
- Title
- California Franchise Tax Board
- Address

3. **Subject Line**

- Purpose of the Application

4. **Salutation**

- Dear [Recipient's Name or "To Whom It May Concern"],

5. **Introduction**

- Briefly introduce yourself
- State the purpose of the letter

6. **Body of the Letter**

- Explain the reason for your application
- Provide relevant details (e.g., tax ID number, previous correspondence)
- Include any attachments or documentation

7. **Conclusion**

- Summarize your request
- Express appreciation for their assistance

8. **Closing**

- Sincerely,
- [Your Name]

9. **Attachments**

- List of documents attached (if applicable)