

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally submit an application for [specific FTA program or funding] on behalf of [Your Organization/Company Name]. Our organization is committed to [briefly explain your mission or purpose], and we believe that this opportunity aligns with our goals.

In this application, we have included all necessary documentation, including [list any attached documents, such as proposals, financial statements, etc.]. We are confident that our project, [title or brief description of the project], will contribute significantly to [state the impact or objectives related to the FTA].

We appreciate your consideration of our application and are looking forward to the possibility of collaborating on this important initiative. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization/Company Name]  
[Your Organization/Company Website]