

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

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

Dear [Recipient's Name],

I am writing to formally introduce our organization, [Your Organization Name], as we apply for the [specific FTA program] under [mention the specific agreement/initiative]. Established in [year], we have consistently aimed to [briefly explain your organization's purpose or mission].

In line with the goals of the FTA, we are eager to collaborate and contribute to [mention specific objectives or outcomes related to the FTA]. We strongly believe that our experience in [mention relevant experience or projects] positions us well to make a significant impact. We are excited about the opportunity to work within this framework and look forward to the potential collaboration that could result from this application.

Thank you for considering our application. We appreciate your time and attention and look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]