

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

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

Dear [Recipient's Name],

Subject: Application for [Specific FTA Program Name]

I am writing to formally apply for the [specific FTA program or initiative] as outlined in your recent announcement. My background in [your field/industry] and my passion for [relevant areas of interest] align closely with the goals of this program.

I believe that my experience in [mention relevant experience or expertise] equips me to contribute positively to [describe specific objectives or outcomes related to the FTA].

[Provide details on your qualifications, achievements, and any relevant projects or partnerships that demonstrate your capability.]

I am particularly drawn to this program because [explain why you are interested in the FTA and its potential impact on your work or community].

Thank you for considering my application. I am looking forward to the opportunity to further discuss how I can contribute to the objectives of [specific FTA program name].

Sincerely,

[Your Name]