

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

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

Dear [Recipient Name],

Subject: Request for Approval of FTA Application

I hope this letter finds you well. I am writing to formally request the approval of our application for [specific FTA program or grant name] submitted on [submission date].

[Briefly describe the purpose of your application and its significance. Mention any relevant details that support your request.]

We believe that our project aligns with the goals of the FTA and will contribute to [describe expected outcomes and benefits].

We appreciate your consideration of our application and look forward to your affirmative response. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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