

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Agency/Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally submit our application for the [specific FTA program or project name] under the Federal Transit Administration (FTA). After thorough preparation and collaboration with our team, we believe that our proposal aligns well with the objectives outlined in the [specific funding opportunity or guideline].

Enclosed with this letter, please find the complete application package, which includes:

- Completed application form
- Project proposal
- Budget documentation
- Supporting materials

We are committed to ensuring that our project meets the requirements and expectations of the FTA and will contribute to the improvement of public transportation in [specific area or community].

Thank you for considering our application. We look forward to the opportunity to discuss our proposal further. Please do not hesitate to reach out should you require any additional information or clarification regarding our submission.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Company/Organization]