

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for FTA Approval

I hope this message finds you well. I am writing to formally request approval for [specific FTA project or initiative] under the guidelines of [relevant FTA agreement or framework].

We believe that this initiative will significantly contribute to [briefly outline benefits and objectives]. To support this request, we have attached the necessary documentation, including [list any supporting documents].

We appreciate your attention to this matter and look forward to your favorable response. Should you need any further information or clarification, please do not hesitate to contact me at your convenience. Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position]
[Your Company]