

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

Dear [Recipient's Name],

Subject: Request for Approval of FTA Application

I hope this message finds you well.

I am writing to formally request your approval for our application regarding the [specific FTA or program name]. We believe that our participation in this initiative will significantly benefit both our organization and the objectives outlined by the FTA.

[Provide a brief overview of your company and its alignment with the FTA's goals.]

We have thoroughly reviewed the requirements and ensured that our application meets all necessary criteria. The following points summarize the key aspects of our proposal:

1. [Point 1: Brief description]
2. [Point 2: Brief description]
3. [Point 3: Brief description]

We kindly ask for your prompt review and approval of our application.

Should you require any additional information or clarification, please do not hesitate to contact me directly.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

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