

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

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

Subject: Request for FTA Approval Letter

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the issuance of a Federal Transit Administration (FTA) approval letter regarding [specific project or subject matter].

As part of our compliance with FTA regulations, we require this approval to proceed with [briefly explain the next steps that require the approval, e.g., funding, project implementation].

Project Details:

- Project Name: [Name]
- Project Description: [Brief description]
- Location: [Project location]
- Anticipated Start Date: [Date]
- Estimated Completion Date: [Date]

We believe that this project aligns with FTA objectives and will significantly benefit [mention the community, organization, or area impacted].

Please let me know if you need any further information or documentation to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much for your assistance.

Sincerely,

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