

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

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

Subject: Notification of JTPS Application

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you that I have submitted my application for the Joint Technical Placement Scheme (JTPS) on [date of application submission].

The details of my application are as follows:

- **Applicant Name:** [Your Name]
- **Application ID:** [Your Application ID]
- **Submitted On:** [Submission Date]
- **Field of Interest:** [Your Field/Area of Interest]

I look forward to your confirmation of receipt and any further steps I need to undertake in the application process.

Thank you for your attention to this matter.

Sincerely,
[Your Name]