

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce the purpose of the letter and provide context for the communication.]  
[Body paragraph 1: Detail the specific information or updates related to JTPS that you wish to convey.]  
[Body paragraph 2: Discuss any pertinent issues, considerations, or actions that may require attention.]  
[Closing paragraph: Summarize the key points and suggest next steps or actions needed.]  
Thank you for your attention to this matter. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Position] (if applicable)  
[Your Company/Organization] (if applicable)