

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

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

Dear [Recipient Name],

Subject: Proposal for the Joint Transportation Planning Study (JTPS)

I am writing to propose a Joint Transportation Planning Study (JTPS) aimed at [briefly describe the purpose and objectives of the study].

[Provide a detailed description of the proposed JTPS, including methodology, expected outcomes, and any relevant background information.]

The anticipated benefits of this study include [list the benefits].

Additionally, [mention any partnerships, funding sources, or resources that will be utilized].

I believe that this JTPS will be valuable to [mention target audience or stakeholders], and I look forward to the opportunity to discuss this proposal further.

Thank you for considering this initiative. Please feel free to reach out to me at [your phone number] or [your email address] for any further information.

Sincerely,

[Your Name]  
[Your Title/Organization]