

[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: Submission of JTPS

I am writing to formally submit my Joint Technical Proposal Submission (JTPS) in accordance with the guidelines provided. Attached to this letter, you will find all necessary documents, including [list the documents, e.g., technical proposal, budget, certifications].

I confirm that all information provided is accurate and complete to the best of my knowledge. I look forward to your feedback and hope to discuss my submission further.

Thank you for considering my proposal.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title/Position]

[Your Organization]