

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Intent to Apply for JTPS

I hope this letter finds you well. I am writing to express my intent to apply for the [specific program/initiative] under the JTPS (Joint Technology Program Submission). My background in [mention relevant experience or qualifications] aligns well with the objectives of the program, and I am confident that my participation will be beneficial. I am particularly interested in [specific areas of interest related to the JTPS], and I believe that my [specific skills or attributes] will allow me to contribute effectively.

Thank you for considering my intent. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]