

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

Dear [Recipient Name],

I am writing to formally submit our proposal for [Project/Program Name] as part of the JTS initiative. We believe our project aligns with the goals of the JTS and presents an opportunity to [briefly state the purpose or significance of the project].

Enclosed with this letter, please find [list any documents or materials you are enclosing, e.g., the project proposal, budget, timeline]. We have taken great care to ensure that our submission meets all required guidelines and showcases the strengths of our team and the impact of our proposed work.

We appreciate your consideration of our submission and look forward to the opportunity to collaborate on this important initiative. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization]