

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

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

Dear [Recipient's Name],
Subject: Submission of JTA

I am writing to formally submit the Job Task Analysis (JTA) as requested. Attached to this letter, you will find the completed JTA document, which outlines the necessary tasks and competencies relevant to [specific job/position].

The analysis has been conducted with thorough consideration of industry standards and practices, ensuring its relevance and accuracy for [organization/department].

Should you have any questions or require further information regarding the JTA, please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this submission. I look forward to your feedback.

Sincerely,
[Your Name]
[Your Title]