

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

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

Dear [Recipient's Name],

Subject: Confirmation of JTA Application

I am writing to confirm the receipt of my application for the Joint Transportation Agreement (JTA) submitted on [Date of Application Submission].

I appreciate the opportunity to apply and am looking forward to your response regarding the status of my application. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]