

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to address the concerns raised by the Jacksonville Transportation Authority (JTA) regarding [specific issue or topic].

First, I would like to acknowledge the importance of the JTA's role in [briefly mention the significance of JTA's work or mission]. We understand that the feedback and concerns shared are crucial for the continuous improvement of our services.

[Provide a clear and concise response to the specific concerns raised by JTA, addressing each point as necessary. Include any steps that are being taken to resolve these issues or any relevant updates.]

In conclusion, I appreciate JTA's commitment to [mention any positive aspect of JTA's efforts]. We look forward to working collaboratively to ensure that [mention any desired outcome or goal].

Thank you for your attention to this matter. Please feel free to reach out to me directly at [your phone number] or [your email address] if you have any further questions or need additional information.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]