

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

[Recipient Name]  
[Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Eligibility for Joint Transportation Assistance (JTA) Program

I hope this letter finds you well. I am writing to formally outline my eligibility for the Joint Transportation Assistance (JTA) program as per the requirements set forth by your organization.

1. **\*\*Personal Information\*\***

- Name: [Your Full Name]
- Age: [Your Age]
- Contact Number: [Your Phone Number]
- Email: [Your Email Address]

2. **\*\*Residency\*\***

- Current Address: [Your Full Address]
- Proof of Residency: [Briefly mention any attached documents, e.g., utility bill, lease agreement]

3. **\*\*Eligibility Criteria\*\***

- [Specify any relevant criteria you meet, e.g., income level, transportation needs]
- [Include any supporting data or documents that detail your situation]

4. **\*\*Additional Information\*\***

- [Mention any other relevant information that supports your application, e.g., urgency of need, special circumstances]

I have attached [list any supporting documents, such as income statements, identification, etc.] to substantiate my eligibility.

Thank you for considering my application for the JTA program. I look forward to your positive response.

Sincerely,

[Your Name]

[Attachment List]