

[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: Request for JTA Procedure

I hope this message finds you well. I am writing to formally request the details and guidelines pertaining to the Job Task Analysis (JTA) procedure as it pertains to [specific context or project if applicable]. Understanding the JTA process is essential for [explain reason or goal related to your request]. I would appreciate it if you could provide me with the relevant documentation or direct me to the appropriate resource for this information.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]