

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

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

Dear [Recipient Name],  
Subject: NTSC Submission

I am writing to submit my materials for the NTSC [specific  
program/project name] as per the guidelines provided. Enclosed with this  
letter are the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I have ensured that all requirements have been met, and I have included  
[any additional information or documents, if necessary].

Should you require any further information, please feel free to contact  
me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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