

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Organization/Company Name]
[Organization/Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for [specific position or opportunity] as part of the Road Traffic Authority (RTA) program. With a strong background in [your relevant experience or education], I am eager to contribute to [mention specific goals or projects related to RTA].

In my previous role at [Your Previous Company/Organization], I successfully [specific achievement or responsibility relevant to the RTA]. This experience equipped me with the skills needed to [relevant skill or responsibility].

I am particularly drawn to this opportunity because [mention why you are interested in RTA and how it aligns with your career goals]. I believe that my expertise in [mention relevant skills or expertise] will allow me to make a valuable contribution to your team.

Enclosed with this letter are my resume and [any other supporting documents]. I look forward to the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,
[Your Name]