

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Agency/Organization Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of RTA Application

I am writing to confirm the receipt of my application for [specific RTA service or program] submitted on [submission date].

I appreciate your attention to my application and look forward to your feedback regarding the next steps.

Thank you for your assistance.

Sincerely,

[Your Name]