

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

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

Dear [Recipient's Name],

Subject: Application for RTA

I am writing to formally apply for a [specific RTA position or opportunity] as advertised [where you found the opening].

[Introduction: Briefly introduce yourself and state your purpose for writing.]

[Body Paragraph 1: Explain your qualifications and experience relevant to the RTA.]

[Body Paragraph 2: Discuss additional skills or strengths that make you a suitable candidate.]

[Body Paragraph 3: Mention why you are interested in this specific opportunity and how it aligns with your career goals.]

I have attached [mention any enclosed documents, e.g., CV, certificates] for your review. I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,

[Your Name]

[Enclosures: if any]