

[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 [Specific Purpose, e.g., Road Transport
Authority License/Permit]

I am writing to formally apply for [specific purpose] under the Road
Transport Authority (RTA).

[Brief introduction about yourself and your background relevant to the
application.]

The reason for this application is [explain your reasons and any relevant
circumstances]. I have attached all necessary documentation to support my
application, including [list documents, e.g., identification, proof of
residency, previous permits, etc.].

I appreciate your consideration of my application and look forward to
your positive response. Please feel free to contact me if you require any
additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]