

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

Dear [Recipient's Name],

Subject: Request for RTA Application

I hope this message finds you well. I am writing to request the application for the RTA (Road Traffic Authority) services related to [briefly explain the purpose, e.g., vehicle registration, license renewal, etc.].

As per the requirements, I have attached the necessary documents, including [list any documents you are including, e.g., identification, proof of address, etc.]. I would appreciate it if you could provide me with the application form and any additional instructions I need to follow.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]