

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Submission of Request for Technical Approval (RTA)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit a Request for Technical Approval (RTA) for [briefly describe the project or purpose].

Enclosed with this letter, you will find the necessary documents and details required for your review, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Please let me know if any additional information is needed or if there are specific forms to be filled out. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]