

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

[TPA Organization Name]
[TPA Address]
[City, State, Zip Code]

Dear [TPA Contact Name],

Subject: Application for Third Party Administrator (TPA) Accreditation

I am writing to formally submit my application for [specify the type of TPA accreditation or services you are applying for].

[Briefly introduce your organization and its purpose.]

We believe that our services align well with the requirements and standards set forth by [TPA Organization Name].

Please find enclosed all required documents, including [list of documents, e.g., application form, credentials, financial statements, etc.].

I look forward to the opportunity to work together and to contribute positively to your organization.

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]