

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

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

Dear [Recipient's Name],

I am writing to formally apply for the Third-Party Administrator (TPA) position at [Organization's Name]. With my expertise in [relevant experience or skills], I am confident in my ability to contribute positively to your team and support your mission of [organization's goal or mission statement].

In my previous role at [Previous Organization's Name], I successfully [mention a relevant achievement or responsibility that showcases your skills]. This experience has equipped me with the knowledge and skills necessary for managing [specific processes or tasks relevant to the TPA role].

I am particularly drawn to this position because [mention what attracted you to this opportunity or organization]. I believe that my ability to [specific skill or characteristic] will allow me to excel in this role and effectively meet the needs of your clients.

Enclosed with this letter are my resume and references. I would be grateful for the opportunity to discuss how my experience and skills align with the requirements of the Third-Party Administrator role at [Organization's Name].

Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]