

[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],

I am writing to formally apply for the TPA (Third Party Administrator) position at [Organization Name] as advertised on [where you found the job posting] on [date]. With a strong background in [relevant field/experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Last Company Name], I successfully [specific accomplishment or responsibility related to TPA work], which enhanced [specific outcome]. My expertise in [specific skills or software relevant to TPA] aligns well with the demands of this position.

I am particularly drawn to [Organization Name] because of [reason related to organization's values, mission, or projects]. I believe that my skills in [mention key skills relevant to the TPA role] will enable me to effectively support [specific goals of the organization].

Please find my resume attached for your review. I am eager to discuss how my background, skills, and enthusiasms can contribute to the success of your team. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

[Your Name]

[Attachment: Resume]