

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Third Party Administrator (TPA) License

I am writing to formally submit my application for the Third Party Administrator (TPA) license as required under [relevant regulations/laws].

I have attached all necessary documentation, including [list of documents], that demonstrate my qualifications and compliance with the requisite standards. My experience in [briefly describe your relevant experience] aligns well with the responsibilities associated with the TPA role.

I am committed to upholding the highest standards of service and compliance in our operations. I appreciate your consideration of my application and look forward to the opportunity to contribute positively to [name of the organization or sector].

Thank you for your attention to this matter. I am eager to discuss my application further. Please feel free to contact me at [your phone number] or [your email] should you require any additional information.  
Sincerely,

[Your Name]  
[Your Job Title] (if applicable)  
[Your Company Name] (if applicable)