

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

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

Dear [Recipient's Name],

Subject: Application for Third Party Administrator (TPA) Services

I hope this letter finds you well. I am writing to formally apply for Third Party Administrator services for [briefly describe the purpose, e.g., our health insurance plan, employee benefits program, etc.].

[In this paragraph, introduce your organization, its goals, and the reason for seeking TPA services. Mention any relevant experience or information that supports your application.]

We believe that your organization aligns well with our needs, and we are particularly impressed by [mention any specific services or achievements of the TPA]. We are confident that this partnership will enhance our [mention specific goals, e.g., efficiency, service quality, etc.].

Please find attached [list any documents included with the application, e.g., company profile, service requirements, etc.]. We would appreciate the opportunity to discuss this further and explore how we can work together effectively.

Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]