

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

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

Dear [Recipient's Name],

Subject: Formal Request for Third Party Administrator (TPA) Application

I hope this letter finds you well. I am writing to formally request the application for the Third Party Administrator (TPA) program offered by [Organization's Name].

As [briefly explain your position, company, or reason for application], I believe that participation in this TPA program will greatly benefit [your organization or individual goals].

Enclosed are the necessary documents and information required for the application process. I would appreciate your guidance regarding any additional requirements or procedures to complete my application.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]