

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

Dear [TPA Contact Person's Name],

I hope this letter finds you well. I am writing to formally request the application for a Third Party Administrator (TPA) for [specific service or purpose].

Our organization, [Your Organization's Name], is seeking to enhance our [specific needs or services, e.g., employee benefits, claims processing, etc.] and believes that partnering with your esteemed institution would be beneficial.

Please provide me with the necessary application forms and any additional information required for the application process. I am looking forward to your prompt response.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Position]
[Your Organization's Name]