

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my application for the TPA position at [Company/Organization Name] as advertised on [where you found the job listing]. With my background in [relevant experience or field], I am excited about the opportunity to contribute to your team.

I have [number] years of experience in [specific area relevant to TPA role], which has equipped me with the necessary skills to excel in this position. I am particularly drawn to [mention something specific about the company or role] and believe my [specific skills or experiences related to the job] will help enhance your organization's goals.

I am eager to bring my expertise in [mention specific skills or tools relevant to the job] to [Company/Organization Name] and look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]