

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Third-Party Authorization (TPA)

I am writing to formally request Third-Party Authorization for [specific purpose or service].

1. **\*\*Introduction\*\***

Provide a brief introduction about yourself and the reason for this application.

2. **\*\*Details of Request\*\***

Explain the specifics of the third-party authorization being requested, including any relevant details.

3. **\*\*Justification\*\***

Outline the reasons why this authorization is necessary and beneficial.

4. **\*\*Supporting Documents\*\***

List any documents you are attaching to support your application.

5. **\*\*Conclusion\*\***

Thank the recipient for considering your request and express your hope for a favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]