

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

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

Dear [Recipient's Name],

I am writing to formally request a Transport Technical Information (TTI) document for [specific purpose or project]. We require detailed guidance on [mention specific aspects or requirements], as this will greatly assist us in [explain how it will help].

Please let me know if you require any further details or documentation from my end to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]