

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the [specific topic or program, e.g., TTP - Trade Transition Program]. I am interested in understanding more about its objectives, eligibility criteria, and application process.

Specifically, I would like to know:

1. What are the requirements for participation in the TTP?
2. Are there any deadlines I should be aware of?
3. What resources are available to applicants during the application process?

Thank you for your attention to my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]