

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[ZFA or Relevant Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit my application for the ZFA program. I am excited about the opportunity to [briefly explain your interest in the program and what you hope to gain].

Please find my attached application documents, which include [list any included documents such as CV, personal statement, recommendation letters, etc.].

Thank you for considering my application. I look forward to the opportunity to contribute to and learn from the ZFA program.

Sincerely,
[Your Name]