

[Your School's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Subject: ZGO Program Participation

We are excited to inform you that you have been selected to participate in the ZGO program for the [school year/semester]. This program is designed to [brief description of the program's purpose or goals].

[Provide additional details about the program, including dates, location, and any required materials or preparations.]

Please confirm your participation by [response deadline]. We believe this opportunity will greatly benefit you in [mention any potential benefits or skills to be gained].

If you have any questions, feel free to contact [contact person's name] at [contact information].

Congratulations once again!

Sincerely,

[Your Name]

[Your Title]

[Your School's Name]

[Contact Information]