

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

[Recipient's Name]
[Recipient's Title]
[ZGS Company/Institution Name]
[Company/Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for [specific position or program] at ZGS. I am particularly drawn to this opportunity because [briefly explain your interest in ZGS and the specific position or program].

I hold a [your degree] in [your field] from [your university], and I have gained valuable experience in [relevant experience or skills]. I am confident that my background in [specific skills or qualifications] aligns well with the requirements of the role.

Enclosed with this letter are my resume and any required documents. I am eager to further discuss my application and how I can contribute to ZGS. Thank you for considering my application.

Sincerely,

[Your Name]

[Enclosures: Resume, etc.]