

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

[Recipient Name]  
[Recipient Title]  
[Organization/Company Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally apply for the ZP position as advertised [mention where you found the job posting]. With my background in [mention your relevant experience or skills], I am excited about the opportunity to contribute to [name of organization/company].

I have attached my resume for your review. I look forward to the possibility of discussing how my skills and experiences align with the goals of your team.

Thank you for considering my application.

Sincerely,

[Your Name]