

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: ZPASS Confirmation

We are pleased to inform you that your application for ZPASS has been successfully processed.

Your ZPASS details are as follows:

- ZPASS Number: [ZPASS Number]
- Issue Date: [Issue Date]
- Expiration Date: [Expiration Date]

Thank you for choosing [Your Company/Organization Name]. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Company Phone Number]

[Company Email Address]