

**\*\*ZPASS Application Letter Checklist\*\***

1. **\*\*Header\*\***
  - Your Name
  - Your Address
  - City, State, Zip Code
  - Email Address
  - Phone Number
  - Date
2. **\*\*Recipient Information\*\***
  - Name of the ZPASS Coordinator
  - Organization/Institution Name
  - Address
  - City, State, Zip Code
3. **\*\*Salutation\*\***
  - Dear [ZPASS Coordinator's Name],
4. **\*\*Introduction\*\***
  - Brief introduction of yourself
  - Purpose of the letter (applying for ZPASS)
5. **\*\*Eligibility Information\*\***
  - State your eligibility for ZPASS
  - Any relevant background information
6. **\*\*Personal Statement\*\***
  - Explain why you are applying for ZPASS
  - Highlight your needs and how ZPASS will benefit you
7. **\*\*Supporting Documents\*\***
  - List of documents attached (if applicable)
  - Mention any relevant records
8. **\*\*Conclusion\*\***
  - Express appreciation for consideration
  - State willingness to provide more information if needed
9. **\*\*Closing\*\***
  - Sincerely,
  - [Your Name]
  - [Your Signature (if sending a hard copy)]
10. **\*\*Additional Notes\*\***
  - Check for spelling and grammar errors
  - Ensure the letter is appropriately formatted
  - Keep the tone professional