

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

Dear [Recipient Name],

I am writing to formally request a ZPass for my employment at [Company Name]. As part of my role as [Your Job Title], I believe that obtaining a ZPass will enhance my ability to perform my duties more efficiently.

[Optional: Briefly explain any specific reasons for your request or how a ZPass would benefit your work].

I understand the requirements and responsibilities associated with the use of a ZPass. I assure you that I will adhere to all company policies and procedures regarding its use.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]