

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the ZPass program as I believe it would greatly benefit my academic pursuits and personal development as a student.

I am currently a student at [Your School/University Name] majoring in [Your Major]. I have always been passionate about [briefly explain your interests related to the program].

The ZPass program aligns perfectly with my goals, particularly in [mention specific goals or skills you hope to achieve]. I am particularly drawn to [specific aspects of the program].

I have attached [list any documents you have included, such as transcripts, letters of recommendation, etc.]. Thank you for considering my application. I look forward to the opportunity to participate in the ZPass program.

Sincerely,  
[Your Name]