

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

[Recipient Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for ZSA

I am writing to formally apply for the ZSA opportunity. I am [briefly introduce yourself and your background].

[Explain your interest in the ZSA and your qualifications. Include relevant experiences, skills, and motivations that make you a suitable candidate.]

I have attached [list any documents you are including, such as a resume, portfolio, or references] for your review.

Thank you for considering my application. I look forward to the possibility of contributing to [mention any specific goals or missions of the organization].

Sincerely,

[Your Name]

[Optional: LinkedIn Profile or other relevant links]