

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

Dear [Recipient's Name],

I am writing to formally submit my application for the ZSA program. I am excited about the opportunity to [briefly mention your interest in the program and how it aligns with your career goals].

I have enclosed the required documents, including [list any documents you are including, such as transcripts, recommendation letters, resume, etc.]. I believe that my background in [mention your relevant experience or qualifications] makes me a strong candidate for this program.

Thank you for considering my application. I look forward to the possibility of contributing to and learning from the ZSA community.

Sincerely,
[Your Name]