

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

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

Dear [Recipient Name],

I am writing to apply for the [specific program or position] under the [specific name of the scholarship or program, e.g., ZSA]. I am excited about this opportunity as it aligns perfectly with my academic and career goals.

I have attached the required supporting documents for your review, which include:

1. **Resume**: A summary of my academic history and relevant experiences.
2. **Transcripts**: Official academic transcripts from [your educational institution].
3. **Letters of Recommendation**: Two letters from [mention who provided the letters, e.g., professors or employers].
4. **Personal Statement**: A detailed explanation of my motivation for applying and how this opportunity will contribute to my career aspirations.

I appreciate your consideration of my application. I am looking forward to the possibility of contributing to [organization or program name] and am eager to provide additional information if needed.

Thank you for your time and consideration.

Sincerely,  
[Your Name]