

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

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

Dear [Recipient's Name],

I am writing to formally apply for the ZTA (Zeta Tau Alpha) scholarship/program. I have always admired [specific aspect of ZTA or personal connection to the organization].

[Paragraph 1: Introduce yourself and provide background information relevant to the application.]

[Paragraph 2: Detail your qualifications, achievements, and any relevant experiences that support your application.]

[Paragraph 3: Explain why you are particularly interested in ZTA and how it aligns with your personal goals and values.]

[Paragraph 4: Thank the recipient for considering your application, and express your eagerness for the opportunity to contribute to and learn from the ZTA community.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]