

****ZTA Application Requirements Letter Checklist****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Organization/Institution Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm and summarize the application requirements for the Zeta Tau Alpha (ZTA) membership application. Please find below the checklist of documents and information needed for my application:

1. ****Application Form****

- Completed and signed application form.

2. ****Personal Statement****

- A statement detailing my interest in ZTA and what I hope to contribute.

3. ****Recommendation Letters****

- [Number] letters of recommendation from current ZTA members or alumni.

4. ****Transcripts****

- Official academic transcripts from [Name of Institution(s)].

5. ****Resume/CV****

- Current resume outlining my academic and extracurricular achievements.

6. ****Interview Confirmation****

- Confirmation of interview date and time, if applicable.

7. ****Membership Fee****

- Payment of any associated membership fee.

8. ****Additional Documentation****

- Any other required documents as specified in the application

guidelines.

I hope to submit my application promptly and ensure all requirements are met. Thank you for your attention to this matter.

Sincerely,

[Your Name]