

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

[Recipient Name]  
[Recipient Title]

Wuhan University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in [specific program, internship, or opportunity] at Wuhan University. I am currently a [your year, e.g., "junior"] studying [your major] at [your current institution].

[In this paragraph, explain why you are interested in Wuhan University and the specific program. Mention any relevant experience or academic achievements.]

[In this paragraph, highlight your skills and qualifications that make you a suitable candidate. You may add personal anecdotes or projects related to your field of study.]

I am excited about the possibility of contributing to [specific department or project] and furthering my education at Wuhan University. Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]