

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Office Name]  
Xi'an Jiaotong-Liverpool University  
[University Address]  
[City, Postal Code]  
Dear [Recipient's Name],  
Subject: [Subject of the Letter]  
[Opening paragraph: State the purpose of the letter clearly and  
concisely.]  
[Body paragraph 1: Provide more details or context regarding the purpose  
of your letter.]  
[Body paragraph 2: Include any necessary information, supporting details,  
or requests.]  
[Closing paragraph: Summarize your request or main point and express  
appreciation.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID (if applicable)]