

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department Name]
Xi'an Jiaotong-Liverpool University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding [Specific Topic]

I hope this message finds you well. I am writing to inquire about [specific topic or question related to the department].

[Provide a brief introduction of yourself and your interest in the topic].

I would greatly appreciate any information you could provide regarding [specific details or questions].

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Affiliation, if applicable]