

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding [specific topic or inquiry] dated [date of previous correspondence].

I wanted to check if there have been any updates or if there is any additional information you may need from my side. I am very eager to [mention specific interest related to XJTLU, e.g., learn more about a program, application status, etc.].

Thank you for your attention to this matter. I appreciate your assistance and look forward to your reply.

Best regards,

[Your Name]

[Your Position, if applicable]