

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

Admissions Office
Xi'an Jiaotong-Liverpool University
[University Address]
[City, State, Zip Code]

Dear Admissions Officer,

Subject: Inquiry about Admission Process and Programs

I hope this letter finds you well. My name is [Your Name], and I am interested in applying to Xi'an Jiaotong-Liverpool University for the [specific program name, e.g., Master's in Business Administration] starting in [intended start date, e.g., September 2024].

I would like to inquire about the following:

1. Details regarding the admission process and requirements for international students.
2. Information on scholarship opportunities available for prospective students.
3. Any upcoming virtual open days or information sessions that may provide further insight into the university and programs offered.

I appreciate your assistance and look forward to your response.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Contact Information]