

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Department]  
Xi'an Jiaotong-Liverpool University  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Notification of [Subject]  
I hope this message finds you well. I am writing to notify you about  
[briefly state the purpose of the notification].  
[Provide further details regarding the notification, including any  
relevant dates, actions required, or important information.]  
Please feel free to contact me at [your phone number] or [your email] if  
you have any questions or need further clarification.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Student ID or Position if applicable]