

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
Xi'an Jiaotong-Liverpool University  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Proposal for [Project Title]  
I am writing to propose [brief description of the project or initiative].  
This project aims to [main objective or purpose of the proposal].  
\*\*Background:\*\*  
[Provide context and background information relevant to the project.  
Explain why this proposal is important and how it aligns with the values  
and goals of XJTLU.]  
\*\*Objectives:\*\*  
1. [First objective]  
2. [Second objective]  
3. [Third objective]  
\*\*Methodology:\*\*  
[Describe the approach or methods that will be used to achieve the  
objectives. Include any innovative techniques or frameworks applicable to  
the project.]  
\*\*Expected Outcomes:\*\*  
[Outline the expected results and benefits of the project. Mention how it  
will contribute to the university or community.]  
\*\*Timeline:\*\*  
[Provide a brief timeline of the project's phases, including start and  
completion dates.]  
\*\*Budget:\*\*  
[Include a rough estimate of the budget required for the project and any  
potential funding sources.]  
\*\*Conclusion:\*\*  
I believe that this project will greatly benefit [state the target  
audience or stakeholders] and align with the mission of Xi'an Jiaotong-  
Liverpool University. I would appreciate the opportunity to discuss this  
proposal further and explore potential collaboration.  
Thank you for considering my proposal. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]