

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Department]  
Xuan University  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening Paragraph: Introduce yourself and state the purpose of the letter.]  
[Body Paragraph: Provide detailed information supporting your purpose. Include relevant facts, experiences, or requests.]  
[Closing Paragraph: Summarize your main points and express gratitude for the recipient's time and consideration.]  
Sincerely,  
[Your Name]  
[Your Position/Title, if applicable]  
[Your Department/Organization, if applicable]