

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

[Recipient's Name]  
[Recipient's Title/Role]  
[Event Organizer's Name]  
[University Name or Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in participating in the upcoming [Event Name] at Zhejiang University (ZJU) on [Event Date].

As a [Your Position/Title or Your Area of Study], I am eager to engage with the community and contribute to the event. [Briefly describe your interest/qualifications related to the event].

I would appreciate the opportunity to join and collaborate with fellow participants. Please let me know if there are any specific requirements or additional information needed for my participation.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]