

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department/Office Name]  
Zhejiang University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in participating in the exchange program at Zhejiang University. As a [Your Year, e.g., junior] studying [Your Major] at [Your Home University], I believe this opportunity will greatly enhance my educational and cultural experience.

[Introduce your motivation for applying and what you hope to achieve from the program. Mention specific courses or experiences at ZJU that interest you.]

I am particularly drawn to [specific aspects of ZJU, such as faculty, research opportunities, or cultural experiences], and I believe that immersing myself in the academic environment at Zhejiang University will contribute significantly to my personal and professional growth.

I am excited about the possibility of contributing to and learning from the vibrant community at ZJU. Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]  
[Your Student ID] (if applicable)  
[Your Home University]