

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

[Date]
[Recipient Name]
[Title]

Zhejiang University
[Department/Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an opportunity for experiential learning at Zhejiang University. As a [Your Year, e.g., sophomore] student majoring in [Your Major], I am eager to enhance my academic experience through hands-on learning and practical engagement in [specific field or area of interest].

I believe that participating in experiential learning programs at ZJU will allow me to apply theoretical knowledge, develop essential skills, and contribute meaningfully to [specific project, research, or community]. [Add a brief paragraph about your interests, experiences, and why ZJU is the right fit for you].

I would be grateful if you could provide me with more information regarding potential opportunities available, as well as any necessary steps I need to follow in order to apply.

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

Sincerely,

[Your Name]
[Student ID (if applicable)]
[Your Major/Program]