

[Your Name]
[Your Position]
[Your Department]
[Zhejiang University]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Department]
[Zhejiang University]

Dear [Recipient's Name],

I hope this message finds you well.

[Introduction: Briefly introduce the purpose of your letter.]

[Body: Provide detailed information or context regarding your request, concern, or topic you wish to discuss.]

[Conclusion: Summarize your main points and state any action you would like the recipient to take.]

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]
[Your Position]
[Your Department]