

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

[Recipient Name]
[Recipient Title]
[Zhejiang University]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Funding Proposal for [Project Title]

I hope this letter finds you well. I am writing to submit a funding proposal for the project titled [Project Title] that aims to [briefly describe the purpose of the project].

[Provide a brief introduction of yourself and your qualifications.]

The objective of this project is to [describe the project goals and significance]. This initiative will benefit [explain who will benefit from the project and how].

To accomplish this, we seek a funding amount of [specific amount] to cover [detail what the funds will be used for, such as materials, personnel, travel, etc.].

We believe that this project aligns with ZJU's commitment to [mention how the project aligns with the university's goals/mission].

Thank you for considering this proposal. I am looking forward to the opportunity to discuss this project further.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Department/Institution]
[Enclosures: if any]