

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

Admissions Office
Zhejiang University
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,
Subject: Application for Graduation

I, [Your Full Name], a student of [Your Program/Department] at Zhejiang University, am writing to formally apply for graduation. My student ID is [Your Student ID], and I have completed all necessary coursework and requirements for my degree as of [Expected Graduation Date].

Throughout my time at Zhejiang University, I have gained valuable knowledge and experience that have shaped my academic and personal growth. I am proud to have been a part of this esteemed institution. Please find attached my completed graduation application form and any additional required documents. If there are any further requirements or actions needed on my part, kindly let me know.

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

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]