

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

[Recipient's Name]  
[Position]  
Zhejiang University  
[Department/Office Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., third-year] student in [Your Program, e.g., Computer Science] at [Your University]. I am writing to inquire about the placement opportunities available through Zhejiang University for [specific course, program, or internship].  
I am particularly interested in [specific interests or objectives] and would greatly appreciate any information regarding the application process, requirements, and potential timelines involved.  
Thank you for your time and assistance. I look forward to your response.  
Sincerely,

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