

Mr./Mrs. Name

Title of Letter

The name of institute / department / school / company / ...

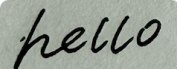
Dear Mr./Mrs. Name,

I am writing to express my interest in [topic/position/opportunity]. As a member of the The Hong Kong University of Science and Technology (Guangzhou), I believe this collaboration would be mutually beneficial.

Please find the detailed proposal in the attached documents. I would welcome the opportunity to discuss this matter further at your convenience.

Thank you for your time and consideration. I look forward to hearing from you soon.

Best Wishes,



Your Name

X Thrust, X Hub

The Hong Kong University of Science and Technology (Guangzhou)