

Date: April 1, 2023

Name: abc

Phone: 00000000 Email: @connect.ust.hk

Mr./Mrs. name Title of Letter The name of institute / department / school / company / ...

Dear Mr./Mrs. name,

Greet Sentences.....

Some points need to stress respectively:

• .....

Content.....

• .....

• ......

• ......

Summary.....

Best Wishes,

abc

Your Name

Department of .....

The Hong Kong University of Science and Technology