

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussion regarding [specific topic or project] during my visit to Qingdao.

[Insert a brief summary of the previous discussion or meeting.]

I am eager to hear your thoughts on [specific points or proposals discussed], as I believe they could significantly benefit our collaboration.

Please let me know if you require any further information or if you would like to schedule a follow-up meeting to discuss this in more detail.

Thank you for your attention, and I look forward to your response.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]