

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about [specific information or details you need] regarding [subject or product] in Qingdao.

We are interested in [briefly explain your interest or purpose] and would appreciate any information you can provide about [specific aspects or questions].

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]