

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

Qiqi

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

Dear Qiqi,

I hope this letter finds you well. I am writing to [state the purpose of the letter, e.g., discuss a potential collaboration, follow up on a previous meeting, etc.].

[Insert body of the letter: provide details, background information, or any necessary context related to the purpose stated.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]