

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

Qiqi

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

Dear Qiqi,

[Briefly state the purpose of the letter in one or two sentences.]

[Provide any necessary details or context in one or two short paragraphs.]

[Conclude with a positive note or a call to action.]

Sincerely,

[Your Name]

[Your Contact Information]