

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

Tzuyu

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

Dear Tzuyu,

[Opening Paragraph: Introduce yourself and the purpose of your letter.]

[Body Paragraphs: Provide details, thoughts, or requests related to your purpose for writing.]

[Closing Paragraph: Summarize your points and express any final thoughts.]

Thank you for your time and consideration.

Sincerely,

[Your Name]