

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of the letter, e.g., express concern, request information, propose collaboration] regarding [specific issue or topic related to Wuhan].

[Provide additional details, context, or background that supports your purpose. Use clear and formal language to present your points.]

I would greatly appreciate your attention to this matter and look forward to your response. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]