

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

Xuan [Last Name]  
[Their Position]  
[Their Company]  
[Their Address]  
[City, State, Zip Code]

Dear Xuan,

I hope this message finds you well.

[Briefly state the purpose of your communication, including any relevant details or context.]

[Include any necessary information, instructions, or requests related to your communication.]

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

Best regards,

[Your Name]

[Your Position]