

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

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

Dear Xue,

[Opening Paragraph: Introduce the purpose of the letter.]

[Body Paragraph 1: Provide details or context related to your purpose.]

[Body Paragraph 2: Include any necessary information, proposals, or questions.]

[Closing Paragraph: Summarize the main points and express any intended follow-up.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]