

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

Xue [Last Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear Xue,

I hope this message finds you well. I wanted to follow up regarding our recent conversation on [specific topic or date]. I appreciated your insights and would like to discuss further how we can collaborate on [specific project or idea].

Thank you once again for your time. I look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]