

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about  
[specific information or request related to Xue].

[Provide some context or background related to your inquiry, if  
necessary.]

I would appreciate any information you could provide regarding [specific  
details you're seeking].

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]