

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

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

Hey [Recipient's Name],

I hope this letter finds you in great spirits! I'm writing to ask a couple of questions regarding the recent ZGH inquiry that we discussed last week. I'm really keen to understand more about the process and any updates you might have.

Is there any specific information you could share or any documents I should look into? I want to make sure I'm on the same page as you.

Looking forward to your reply!

Best,

[Your Name]