

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

Zhang [Last Name]  
[Zhang's Address]  
[City, State, Zip Code]

Dear Zhang,

I hope this message finds you well.

I am writing to follow up on [specific topic or event]. I wanted to express my appreciation for [mention any previous interaction]. As we discussed, [briefly recap key points or agreements].

Additionally, I would like to inquire about [any questions or updates needed]. Your insights on this matter would be invaluable.

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

Best regards,

[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization, if applicable]