

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

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

Dear Zhang,

[Opening paragraph: Introduce the purpose of the letter.]  
[Second paragraph: Provide more details or background information.]  
[Closing paragraph: State any call to action or express hope for a response.]

Thank you for your attention to this matter.

Sincerely,  
[Your Name]