

[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,

Subject: Formal Notice

I hope this letter finds you well.

[State the purpose of the notice clearly and concisely. Provide relevant details and any required actions or deadlines.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]