

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

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

Dear Zhang,

I hope this letter finds you well. I am writing to inquire about
[specific topic or matter you are inquiring about].

[Briefly explain your interest in the topic and any relevant details that
may help clarify your inquiry.]

I would greatly appreciate your assistance with this matter and look
forward to your response.

Thank you for your time.

Sincerely,

[Your Name]
[Your Contact Information]