

[Your Company Letterhead]

[Date]

Zhang [Last Name]

[Address]

[City, State, Zip Code]

Dear Zhang,

Subject: Notification of [Reason for Notification]

We are writing to inform you that [briefly explain the purpose of the notification].

[Provide any additional details or context applicable to the situation.]

Please feel free to contact us at [your contact information] should you have any questions or require further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]