

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

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

Dear Zhang,

I hope this letter finds you well.

[Paragraph 1: Introduction - State the purpose of the letter and any relevant background information.]

[Paragraph 2: Main content - Provide details regarding the topic, any information that supports your purpose, and any necessary context to explain your request or message.]

[Paragraph 3: Conclusion - Summarize the main points and express any actions you would like Zhang to take, or state your willingness to discuss further.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]