

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding [Specific Topic]

I hope this letter finds you well. I am writing to inquire about  
[specific details or information you seek] in Zhengzhou.

[Provide context for your inquiry, explaining why you are interested in  
this information and how it relates to your needs.]

I would appreciate any details you can provide regarding [specific  
questions or information you are seeking].

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

Sincerely,  
[Your Name]