

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [a brief introduction about yourself, your background, and your purpose for writing]. I am reaching out to you from Zhengzhou, a city known for [briefly mention notable aspects of Zhengzhou].

I am [mention the reason for your introduction - collaboration, inquiry, networking, etc.]. I believe that [explain the potential value or relevance of your request or proposal].

I would love the opportunity to [specific request or action you would like to propose]. I look forward to your response and hope to connect soon.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]