

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt thanks for the warm hospitality and support during my recent visit to Zhengzhou.

Your guidance and insights were invaluable, and I truly appreciated the opportunity to connect with you and your team. The experiences I gained while in Zhengzhou have greatly enhanced my understanding of [specific topic or aspect related to your visit].

I am looking forward to staying in touch and hope to have the opportunity to collaborate in the future. Thank you once again for everything.

Warm regards,

[Your Name]