

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request [specific request or information you need] related to Zhongwen. [Provide a brief explanation or context for your request].

I would greatly appreciate your assistance with this matter. Please let me know if you require any further information.

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

Sincerely,

[Your Name]
[Your Contact Information]