

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

Dear [Recipient Name],

I hope this message finds you well. I wanted to follow up on our recent discussions regarding [specific topic or project] during the [event/meeting name] in Zhongshan.

As we discussed, [briefly summarize key points from the conversation or meeting]. I believe this presents a great opportunity for both our companies to [mention potential benefits or outcomes].

Please let me know if you need any additional information or if there are any updates on your end. I am looking forward to your feedback and hope to continue our conversation soon.

Thank you for your time and consideration.

Best regards,

[Your Name]
[Your Position]
[Your Company]