

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

Mr. Zhao

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

Dear Mr. Zhao,

[Opening paragraph: Introduce the purpose of the letter]

[Body paragraphs: Elaborate on the details or information you wish to convey]

[Closing paragraph: Summarize your main point and express any call to action or next step]

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]