

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

Mr. Zhao

[His Address]
[City, State, ZIP Code]

Dear Mr. Zhao,

[Opening Statement: Introduce the purpose of your letter.]

[Body: Provide detailed information regarding the subject of the letter.
This could include your main points or arguments, supporting details, and
any relevant information.]

[Closing Statement: Summarize the main points and state any action or
response you would like from Mr. Zhao.]

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company, if applicable]