

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

Zhao [Last Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear Zhao [Last Name],

I hope this letter finds you well. I am writing to inquire about
[specific information or request]. I am particularly interested in
[details or context related to your inquiry].

If you could provide me with [specific information needed], I would
greatly appreciate it. Additionally, I would like to know [any other
questions you may have].

Thank you for your time and assistance. I look forward to your prompt
response.

Sincerely,
[Your Name]