

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

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

Dear Zhao,

Subject: [Subject of Notification]

I hope this message finds you well.

[Body of the notification letter: clearly state the purpose, details, and any action required]

Thank you for your attention to this matter. Please feel free to contact me if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]