

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

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

Dear Zhao [Last Name],

Subject: Proposal for [Project/Service Name]

I hope this letter finds you well. I am writing to propose [briefly state the purpose of the proposal, e.g., a collaboration, project, or service] that I believe will greatly benefit [Zhao's Company/Organization or relevant stakeholders].

[Introduce the main idea or concept of your proposal in a few sentences. Explain what you are proposing and why it is important.]

[Provide details about the proposal. This may include objectives, methodologies, expected outcomes, and any relevant data or statistics to support your ideas.]

[Discuss the benefits of the proposal for Zhao and their organization. How will this align with their goals or solve a specific problem?]

[Include any necessary information about timelines, budget, or resources required to implement the proposal.]

I am eager to discuss this proposal further and explore how we can work together. I am looking forward to the opportunity to contribute to [Zhao's Company/Organization] and am confident that this collaboration will yield beneficial results.

Thank you for considering my proposal. I hope to hear from you soon.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization, if applicable]