

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

Dear Zhou,

[Opening paragraph: Introduce yourself and state the purpose of the letter.]

[Body paragraph 1: Provide details relevant to the purpose, including any important facts or arguments.]

[Body paragraph 2: Offer further information or context that supports your message.]

[Closing paragraph: Summarize your main points and include any call to action or next steps.]

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

Sincerely,

[Your Name]  
[Your Position]