

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

Zhou [Last Name]
[Zhou's Address]
[City, State, Zip Code]

Dear Zhou,

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

[Body paragraph 1: Provide additional details or context.]

[Body paragraph 2: Share any relevant information or requests.]

[Closing paragraph: Summarize your message and express any next steps or hopes for future communication.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]