

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

Zhou [Last Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear Mr./Ms. Zhou,

I hope this letter finds you well. I am writing to inquire about
[specific information or issue you want to know about].

[Provide a brief background or context regarding your inquiry].

I would greatly appreciate any information you could provide regarding
[specific questions or details you wish to clarify].

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

Sincerely,
[Your Name]