

[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,

I hope this message finds you well. I am writing to propose [briefly state the purpose of the proposal, e.g., a collaboration, a project, a business idea].

[Provide a brief overview of the main idea, including its goals and potential benefits. Mention any relevant background information or context that may support your proposal.]

I believe that [explain why this proposal is beneficial for both parties and emphasize any shared interests or goals].

I would love the opportunity to discuss this proposal in more detail and explore how we might work together. Please let me know a time that works best for you, and I will do my best to accommodate.

Thank you for considering this proposal. I look forward to your response.  
Sincerely,

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