

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

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

Dear Xuan,

I hope this message finds you well. I am writing to [briefly state the purpose of the letter].

[Insert additional details or information here, keeping it concise.]

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

Best regards,

[Your Name]