

[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 letter finds you well. I am writing to inform you about
[specific topic or matter].

[Provide detailed information about the topic, including any relevant
dates, locations, and additional details].

Please feel free to reach out to me if you have any questions or need
further clarification regarding this matter.

Thank you for your attention.

Best regards,

[Your Name]
[Your Phone Number]