

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

Zhang [Last Name]
[Zhang's Title]
[Zhang's Company]
[Zhang's Address]
[City, State, Zip Code]

Dear Zhang,

[Opening Paragraph: State the purpose of your letter clearly and concisely.]

[Second Paragraph: Provide supporting details or information related to the purpose of your letter.]

[Third Paragraph: Include any action items or next steps that you would like Zhang to take.]

[Closing Paragraph: Thank Zhang for their time and consideration.]

Sincerely,

[Your Name]
[Your Title]
[Your Company]