

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

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

Dear Zhang,

I hope this message finds you well.

I am writing to formally express my concerns regarding [specific issue or situation] that I have encountered on [date or time frame]. Despite my expectations for a positive experience, I have found that [describe the issue in detail, including any relevant information].

I believe this matter requires your attention because [explain why it is important or how it impacts you]. I would appreciate your prompt response to this issue and any steps you plan to take to resolve it.

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

Sincerely,
[Your Name]