

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
Mr. Zhang [Last Name]  
[His Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear Mr. Zhang,  
[Opening paragraph: Introduce yourself and state the purpose of the letter.]  
[Body paragraph 1: Provide necessary details or context related to the purpose of your letter.]  
[Body paragraph 2: Include any additional information, requests, or supporting details.]  
[Closing paragraph: Summarize your main points and express any next steps or your expectation for a response.]  
Thank you for your attention to this matter. I look forward to hearing from you soon.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]