

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

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

Dear Zhang,

[Opening Paragraph: Introduce yourself and state the purpose of your letter.]

[Second Paragraph: Provide more details or context related to your purpose.]

[Third Paragraph: Outline any actions you would like Zhang to take or any questions you have.]

[Closing Paragraph: Thank Zhang for their attention and express your hopes for a response.]

Sincerely,
[Your Name]