

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

Zhang [Last Name]
[Zhang's Address]
[City, State, ZIP Code]

Dear Zhang,

I hope this letter finds you well. I am writing to propose [briefly state the purpose of the proposal].

[Provide a detailed explanation of your proposal, including key points such as objectives, benefits, and any necessary background information.]

I believe that this proposal can lead to [discuss the positive outcomes or benefits expected from the proposal]. I am eager to collaborate with you to make this a success.

Please let me know a convenient time for us to discuss this further. I look forward to your thoughts.

Thank you for considering this proposal.

Sincerely,

[Your Name]
[Your Title/Position]