

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

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

Dear Zhang,

I hope this letter finds you well.

[Express your main point or reason for writing this letter. You might mention a specific topic or issue that relates to your correspondence.]

[Provide additional details or context regarding the situation. Feel free to include your thoughts or opinions on the matter.]

[Conclude with any further steps you would like to take or any questions you may have. Express your willingness to communicate further if necessary.]

Thank you for your attention to this matter. I look forward to hearing back from you soon.

Sincerely,  
[Your Name]