

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for [specific reason for thanking the recipient, e.g., your hospitality during my visit to Zhengzhou, the opportunity to collaborate on the project, etc.].

My experience in Zhengzhou was truly enriching, and I appreciate all the effort you put into making it memorable. [Mention any specific instances you are thankful for, e.g., the wonderful tour of the city, the insightful discussions we had, etc.].

Thank you once again for your kindness and support. I look forward to staying in touch and hope to see you again soon.

Warm regards,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]