

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

[Recipient's Name]
[ZTE Corporation]
[Recipient's Position]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request sponsorship from ZTE Corporation for [specific event, project, or initiative] that will take place on [date]. Our organization, [Your Organization's Name], is dedicated to [briefly describe your organization's mission and goals].

We believe that partnering with ZTE would not only enhance our efforts but also provide an excellent platform for your company to [mention benefits for ZTE, such as brand exposure, community engagement, etc.].

The details of the sponsorship are as follows:

- ****Event/Project Name****: [Name]
- ****Date****: [Date]
- ****Location****: [Location]
- ****Target Audience****: [Describe the target audience]
- ****Sponsorship Levels****: [Outline different levels of sponsorship and benefits]

We are seeking a sponsorship amount of [specify amount] to help cover [list key expenses]. In return, we offering [mention what ZTE will receive in return, such as logo placement, promotional opportunities, etc.].

We would be thrilled to discuss this opportunity further and explore how we can work together to make this event a success. Please find attached additional information about our organization and the event.

Thank you for considering our request. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Position]
[Your Organization's Name]
[Your Organization's Website]