

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

[Recipient's Name]
[Company Name (ZTE)]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application Request for [Position/Service]

I am writing to formally request [specific application or position] at ZTE. I believe my skills and experiences align with the requirements and values of your esteemed organization.

[Briefly describe your relevant qualifications, experiences, or reasons for the request.]

I am excited about the opportunity to contribute to ZTE and look forward to the possibility of discussing my application further.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]