

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

Customer Service

ZTE Corporation

[Company Address]

[City, State, Zip Code]

Dear ZTE Customer Service Team,

Subject: [Subject of Your Inquiry]

I hope this message finds you well. I am writing to express my concerns regarding [briefly describe the issue, product, or service].

[Provide detailed information about the issue, including model number, purchase date, and any relevant order information.]

I would appreciate your assistance in resolving this matter. [Include any specific requests or actions you'd like them to take, such as a replacement, refund, or technical support.]

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]