

[Your Company Letterhead]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
ZTE Corporation
[ZTE Address]
[City, State, Zip Code]
Subject: Order Confirmation
Dear [Recipient's Name],
We are pleased to confirm your order with us. Below are the details of your order:
Order Number: [Order Number]
Order Date: [Order Date]
Product Details:
- **Product Name:** [Product Name]
- **Quantity:** [Quantity]
- **Unit Price:** [Unit Price]
- **Total Price:** [Total Price]
Shipping Information:
- **Shipping Address:** [Shipping Address]
- **Shipping Method:** [Shipping Method]
- **Expected Delivery Date:** [Delivery Date]
If you have any questions regarding this order, please feel free to contact us at [Contact Information].
Thank you for choosing ZTE. We look forward to serving you.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]