

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
ZTE Corporation
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: State the purpose of your letter.]
[Body Paragraph 1: Provide relevant details and context about the purpose.]
[Body Paragraph 2: Elaborate further, including any specific requests or information.]
[Conclusion: Summarize your points and express appreciation.]
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position, if applicable]
[Your Company Name, if applicable]