

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
ZTE Corporation
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are reaching out to request a sponsorship from ZTE for [event/project name] scheduled on [event date]. [Briefly describe your organization and its mission.]

The [event/project name] aims to [describe the purpose and objectives of the event/project]. We expect to reach [number of attendees or participants] and believe that your support would greatly benefit both our initiative and ZTE's visibility within the community.

We would be honored to feature ZTE as a key sponsor and will ensure that your logo is prominently displayed in all promotional materials, including [list any marketing collateral or platforms where ZTE will be featured].

We are seeking a sponsorship amount of [specify amount or in-kind support], and in return, we can offer [list benefits such as logo placement, social media mentions, etc.].

Thank you for considering our request. We would greatly appreciate the opportunity to discuss this partnership further. Please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]
[Your Position]
[Your Organization]