Ref. No.: refer Approval Letter

Kulliyyah of Sustainable Tourism and Contemporary Languages

International Islamic University Malaysia

Telephone No.:

Fax No.:

Email:

[Target Company Name]

[Company Address]

Date: [Insert Date]

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Dear [Recipient's Name],

**REQUEST FOR FINANCIAL SPONSORSHIP FOR [NAME OF PROGRAMME]**

1. With reference to the subject mentioned above.

2. It is with great pleasure that we inform your esteemed office that the students of the Kulliyyah of Sustainable Tourism and Contemporary Languages will be participating in/organizing the [Name of Programme], scheduled to take place from [Start Date] to [End Date] at [Venue of Programme].

3. The primary aim of this program is to [Briefly describe the objectives and purpose of the program].

4. In light of this, we kindly request financial sponsorship from your company to support our students in making this program a success. For your reference, we have attached a detailed breakdown of the expected expenses. We would greatly appreciate it if the sponsorship could be provided in the form of [Specify the type of sponsorship, e.g., monetary contribution, supplies, services, etc.].

5. Please be informed that this financial contribution will be eligible for income tax exemption as per government regulations. An official receipt for the tax exemption will be issued and sent to your address upon request.

6. Attached, please find the official offer letter for the program. Should you have any inquiries, please feel free to contact me or our program manager at [Name/Email/Extension].

7. On behalf of the Kulliyyah, I would like to express our deepest gratitude for considering our request and for your potential support in making this program a success.

Thank you for your time and consideration.

Best regards,

[Name and signature]

Program Advisor

Kulliyyah of Sustainable Tourism and Contemporary Languages\*\*

International Islamic University Malaysia

84600 Pagoh, Muar

Johor