***Our Reference***: IIUM/

***Date*:**

|  |
| --- |
| **Assoc. Prof. Dr. Mohd Azrul Azlen Bin Abd. Hamid**  Dean  Kulliyyah of Sustainable Tourism and Contemporary Languages  International Islamic University Malaysia  **Through,**  **Dr. Nur Nabilah binti Abdullah**  Deputy Dean (Student Development and Community Engagement)  Kulliyyah of Sustainable Tourism and Contemporary Languages  International Islamic University Malaysia |
| **Dear Dr.,** |

*Assalamuc Alaikum Warahmatullāhi Wabarakātuh*

**REQUEST FOR PERMISSION FOR SOLICITING SPONSORSHIP/ DONATION RAISING / ADVERTISING FOR PROGRAMME**

The above matter is referred.

We would like to inform your kind office that students of the Kulliyyah of Languages and Management will be **participating in / organising** the ***Name of Programme*,** from**……to/on…….. (insert day & date)** at ***Venue of Programme*.**

Thus, we would like to request your permission to solicit sponsorship/ donation raising and advertise for this programme. Enclosed herewith is the proposal paper and list of potential sponsors for your perusal. Should there be any queries, please contact *advisor name/email/extension*

Your consideration is highly appreciated.

Thank you. والسلام

***Name of Advisor***

Programme Advisor

Kulliyyah of Sustainable Tourism and Contemporary Languages