***Our Reference***: IIUM/316/12/14

***Date*:**

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| --- |
| **Dr. Nonglaksana Kama**  Deputy Dean *(Student Affairs, Alumni, and Community Engagement)*  Kulliiyah of Languages and Management  International Islamic University Malaysia  **Through,**  ***HOD*** |
| **Dear Dr.,** |

*Assalamuc Alaikum Warahmatullāhi Wabarakātuh*

**REQUEST FOR PERMISSION FOR SOLICITING SPONSORSHIP / DONATION RAISING / ADVERTISING FOR *NAME OF 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

Kuliyyah of Languages & Management