**TEMPLATE**

**Department of Medicine**

**Faculty of Medicine Universiti Kebangsaan Malaysia**

**Jalan Yaacob Latif**

**Bandar Tun Razak 56000**

**Kuala Lumpur**

Attention: Dr. Khairul Najmi

Dear Prof.,

**RE: Sponsorship for Webinar Memasyarakatkan Kesihatan**

(Name of the company) is delighted to establish collaboration with you in support of the ‘Webinar Memasyarakatkan Kesihatan.’

Your extensive experience and expertise in the field of Laryngology has been very impressive and with that, we hope that this meeting will enhance the networking and research collaboration in this field. Hence, we would like to provide educational grant for the accommodation (4 nights) during the conference.

We look forward to your favourable reply and fruitful cooperation.

Thank you.

Yours sincerely,

NAME

Sales Manager

COMPANY’s NAME