

(Company letter head)

To : Alliance française de Singapour

1, Sarkies road,

Singapore258130

Attn : Mr Baptiste CHAUVEAU

Academic Coordinator

(date)

Subject: Sponsoring of MR/ MS xxxxxxxxxxx for French course (beginner 1)

Dear xxxx ,

The company is sponsoring Mr/ Ms xxxxxxxxxxx (NRIC Nr: xxxxxxxx) for the French course xxxxxx, on (day of the week- timing), and starting on (date to begin).

The sponsorship (includes / does not include) membership and course material.

Kindly send invoice to :

(Full name of the company)

(Department and/or person to address it if applicable)

(Full mailing Address)

(Name - title - Signature and company seal)