

Company Letter Head

Date

En Zulkefli Hj Sharif

Chief Executive Officer

Malaysia Convention & Exhibition Bureau (MyCEB)

Suite 14.3, Level 14,

Menara IMC,

8 Jalan Sultan Ismail

50250 Kuala Lumpur, Malaysia

REQUEST FOR SUPPORT FROM MALAYSIA CONVENTION & EXHIBITION BUREAU (MyCEB)

(NAME OF EVENT)

Dear En Zulkefli,

We are organising a **event name** to **city name**, Malaysia from **date to date**, with **XXX** participants.

As advised by our appointed agent, **travel agent company name/applying for client's company name**; the Malaysia Convention & Exhibition Bureau (MyCEB) is encouraging corporate and incentive groups to organize their events in Malaysia by providing them with value added support.

Kindly find attached the completed "Request for Support" form, a list of participant and the group's programme for your kind reference.

We acknowledge that once the confirmation of support is received from MyCEB, we are required to submit the following to MyCEB within two weeks after the event completion:

1. Inclusion of MyCEB's logo in all our event promotional materials and event backdrops (we will provide the artwork for your approval prior to production)
2. Provision of event images in a CD, which MyCEB could use for promotional purposes
3. Approval for MyCEB to use the event as a case study (subject to relevance)

Thank you very much for your kind attention and cooperation.

Kind regards,

Name

Position

Company stamp