

(Company letter head)

To : Alliance Française de Singapour
1, Sarkies road,
Singapore 258130
Attn : Ms Emeline COLSON
Academic Coordinator

Date: _____

Subject: Sponsoring of (employee name) _____
for (course title) _____

Dear Emeline,

The company is sponsoring Mr/ Ms _____ (NRIC Nr: _____)
for the French course _____,
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: _____
