[Company Letterhead]

Date:

**Y.Bhg. Dato’ Sri Abdul Khani bin Daud,**

Chief Executive Officer,

Malaysia Convention & Exhibition Bureau,

Level 20, Menara 2, Menara Kembar Bank Rakyat,

No. 33, Jalan Rakyat, 504700 Kuala Lumpur, Malaysia.

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

**(NAME OF EVENT)**

Dear Y.Bhg. Dato’ Sri,

We are organising *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 meetings and incentive groups to organise their events in Malaysia by providing value added support.

Kindly find attached the completed “Request for Support Form”, a list of participants and the group’s programme for your kind reference and consideration.

We acknowledge that once the confirmation of support is received from MyCEB, we are required to implement the following item no. 1 pre-event and submit items no. 2 and 3 to MyCEB within two (2) weeks after event completion:

1. Inclusion of logo(s) provided by MyCEB in all promotional materials and backdrops for the above-mentioned event. The artwork will be provided to MyCEB for approval prior to publication, print and production.
2. Provision of event images via web-based file transfer platform which concurrently denotes consent for MyCEB to use the images 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 co-operation.

Kind regards,

**Name**

Official job designation

Company stamp