

Company/Organization Name

Address Line 1

Address Line 2

City, State, Zip Code

Email: example@email.com

Date: [Insert Date]

[Embassy Name]

Embassy Address Line 1

Embassy Address Line 2

City, State, Zip Code

Subject: Request for Sponsorship for Cultural Exchange Permit

Dear [Embassy Official's Name],

I am writing on behalf of [Your Company/Organization Name], a [brief description of your organization]. We are excited to announce our upcoming cultural exchange program scheduled for [insert dates] which aims to [describe objectives and significance of the program].

We are seeking the support of [Embassy Name] to obtain a cultural exchange permit for our participating members. This initiative will foster mutual understanding and collaboration between cultures, thereby contributing positively to our community.

We kindly request your sponsorship in facilitating the necessary permit process. Attached to this letter are the details of our program, including our planned activities and participant information.

We believe that with the support of [Embassy Name], we can successfully execute this cultural exchange, and we hope that you will consider our request favorably.

Thank you for your time and consideration. We look forward to a positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]