Akin Alabi Foundation,

Tajlat Building,

Opposite Zenith Bank,

Gbagi,

Ibadan.

Dear Sir,

REQUEST FOR COURTSEY VISIT

The leadership of the above association humbly writes to request a courtesy visit with you. This is aimed at fostering the existing relationship between you, students and the good people of Ibadan. A 5 man delegate will be coming on the visit. We wish you to suggest a day for the visit.

As an association trying to build and reform the image of Ibadan and her indigenous students in and outside the University of Ibadan, we require your financial, moral and parental support.

Thanks as we await your favourable response.

…………………………….. ………………………….

President Gen. Sec.

Akin Alabi Foundation,

Tajlat Building,

Opposite Zenith Bank,

Gbagi,

Ibadan.

Dear Sir,

REQUEST FOR ASSISTANCE

The executive members of the above named association gladly writes your highly esteemed person to solicit your financial support.

Your selfless effort in contributing towards the development of the society and your company at large, has in no doubt encouraged students of the University. It is in this regard the association hereby request your financial assistance towards her planned activities.

These activities are to motivate, educate, encourage, inspire and enlighten students of Ibadan origin in the University of Ibadan.

Thanks in anticipation.

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President Gen. Sec.