Your Name  
Faculty of Computer Science & Information Technology  
University of Malaya  
50603 Kuala Lumpur  
Malaysia

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Mr ????

Address of the company / organization

Date 2020

Dear ???

**Request to use your company as a model for database project**

I am currently pursuing my Bachelor Degree of Computer Science/ Information Technology at the University of Malaya. Design and development of a database is one of the assignments which we have to complete as a group project. I am writing on behalf of my group members to enquire whether you would allow us to use your company as our model for studying the needs for a database.

For the database project, we would like to understand the workflow and data flow of your company and we do not need to go into details or to see any confidential parts of your system or your data. We would also appreciate if you would acknowledge our discussions by signing our report.

We sincerely hope that you will agree to meet with us (on-line) and assist us in understanding the flow of data and the needs for data management in your company. This will help us to complete our database project. We look forward to receiving a positive and prompt reply.

Thank you.

Yours sincerely Database Lecturer

(YOUR NAME)