

Number :

Subject : Materials Necessary for Sabancı University Promotional Activities

Istanbul, / 2000

Dear.....

.....

.....

Re : date and document number

Enclosed you will find promotional brochures and other flyers of our university. These materials are available for you to distribute among interested students and for you/your institution to learn more about Sabancı University.

Thank you for your interest in Sabancı University. We wish your students much luck during this busy period.

Sincerely,

Name Last Name
Director of Student Resources

Encl.