August 17, 2013  
Ms. Samantha Rogers  
ABC Private Limited  
234, S. Marina Street  
New York, SA 48294  
  
Dear Ms. Rogers,  
  
My name is Margaret Williams, and I am doing my Masters in Cultural Studies from the Southwest University. There is a cultural meet to be held in London by the Cultural Roots Society, and I have been selected to take part in this meet by the organization. During this one-month program, I will have the opportunity to meet students from different cultures and interact with experts in this subject.  
  
An examination followed by an interview was held by the Cultural Roots Society, a month ago. Among the hundred students who attended this interview from my state, I was the privileged one to be selected. I see this as a lifetime opportunity where I will get an exposure to different cultures, which will surely benefit me.  
  
This cultural meet will be held in the month of March 2014, and I would really appreciate if your organization can help me by sponsoring my tuition fees, which comes to around USD 30,000, including all other expenses. I am requesting potential sponsors to help me in my goal. After my return from the cultural meet in April, I am planning to hold a small event to thank my sponsors and share my experiences with them.  
  
A contribution form has been enclosed along with the letter. If you want more information, you are free to contact me at my residence on 856-453-239. Your sponsorship and support would help me in my attempt. Thank you for your support in advance.  
  
Sincerely Yours,  
(Signature)  
Margaret Williams  
Student