

To be transcribed on the company's letterhead

Tarikh:

<Date>

Pengarah

Malaysia Expatriate Talent Service  
Centre (MYXpats Centre)  
Level 4, Surian Tower  
No 1 Jalan PJU 7/3, Mutiara Damansara  
47810 Petaling Jaya  
Selangor, Malaysia

Tuan,

SURAT PERMOHONAN <jenis permohonan/perkara>

<RE>

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Kami dengan ini ingin mengajukan permohonan <jenis permohonan/perkara> bagi pemegang Pas <jenis pas> bagi penama/ penama-penama di bawah;

*We hereby wish to apply for <application type> for pass holders, details as follow;*

No.	Nama <Name>	Warganegara <Nationality>	No. Pasport <passport no.>	No. Rujukan Fail <Pass reference no.>
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1.

2.

<Sila kemukakan sebab-sebab permohonan (jika berkaitan)>

*< Please provide reasons for the request (if applicable)>*

Bersama-sama permohonan ini, kami sertakan;

*<We attached herewith the supporting documents as listed below>*

1. <dokumen sokongan yang berkaitan>

*<supporting documents>*

2.

Segala kerjasama, pertimbangan dan kelulusan dari pihak tuan amat kami hargai.

*<Thank you for your kind consideration>*

Sekian, terima kasih.

Yang benar,

*<Yours sincerely>*

**Nama Penuh (endorser) <Full name>**

**Jawatan <Position>**

**Cop rasmi syarikat <Company stamp>**