

Sample of Application Letter

Company Letterhead
<Malaysian Company>

<dd/mm/yyyy> (issuance date)

Director
Professional Visit Pass Unit,
Expatriate Services Division,
Headquarters of the Immigration Department Malaysia,
No 15, Level 3 (Podium),
Persiaran Perdana, Precint 2,
62550 Putrajaya, Wilayah Persekutuan.

Dear Sir/Madam,

APPLICATION LETTER FOR PROFESSIONAL VISIT PASS

<Malaysian Company> would like to apply Professional Visit Pass for the expatriate:

NO	NAME	PASSPORT NO	NATIONALITY
1.	XXXX	XXX	XXX

Reason For Applying

Thank you.

Yours sincerely,
<Malaysian Company>

.....
(Name & Authorized Signatory)
Designation