

## Sample of Application Letter

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, Precinct 2,  
62550 Putrajaya, Wilayah Persekutuan.

Dear Sir/Madam,

### APPLICATION LETTER FOR PROFESSIONAL VISIT PASS - (NAME), (PASSPORT NO)

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

#### APPLICANT DETAILS:

I.	Name	
II.	Passport No.	
III.	Nationality	
IV.	Highest Qualification	
V.	Major	
VI.	Total Working Experience	
VII.	Current Designation/Position Name in Foreign Company	
VIII.	Current Foreign Company/Educational Institution Name	<Current Foreign Educational Institution Name only applicable for position Student under Practical Training & Attending Course who has yet graduated>
IX.	Address and Contact Number of Foreign Company/ Educational Institution	<Address and Contact Number of Foreign Educational Institution only applicable for position Student under Practical Training & Attending Course who has yet graduated>
X.	Position of Pass Applied	<Please select position as per position selection in the ESD; e.g: Technical Expert, Attending Training, Technical Consultant>
XI.	Duration of Pass Applied	

#### ASSIGNMENT DETAILS:

<Malaysian Company> would like to offer <Applicant's Name> based on the following terms and conditions:

Justification for Application	Xxxx (Please justify the reason for the applicant's entry into Malaysia in extensive details)
Commencement Date	The assignment/position will commence immediately upon the issuance of the Professional Visit Pass by the Immigration Department of Malaysia.
Assignment Duration	The duration offered is for <XX months> ONLY.
Assignment Details	xxxxx

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### DETAILED WORK/TRAINING SCHEDULE OF ASSIGNMENT IN MALAYSIA:

No.	Assignment Description	Duration
1.	xxxxx	x months
2.	xxxxx	x months
3.	xxxxx	x months
4.	xxxxx	x months

At all times during the period, he/she will remain an employee/student of <Foreign Company/Educational Institution>.

Salary incurred during this period will be borne by <Foreign Company>. Expenses such as <allowances/travel/accommodation> shall be borne by <Foreign Company/Malaysian Company>. (Delete where not applicable)

Thank you.

Sincerely,

<Malaysian Company>

.....

(Name & Authorized Signatory)

Designation

*\*Note: Authorized signatory person must be the listed Endorser or Director who signed the LoU submission.*