**Company Recommendation Letter to Immigration Office Sample Copy**

To be typed under *company letterhead* and signed by

higher authority / other managing partner or HR Manager

# Date:

**Pengarah,**

**Bahagian Visa, Pas dan Permit Jabatan Imigresen Malaysia Kementerian Hal Ehwal Dalam Negeri**

**Tingkat 3, (Podium), Blok 2G4, Precint 2, Pusat Pentadbiran Kerajaan Persekutuan 62550 Putrajaya.**

**U/P. Officer In Charge**

**APEC Business Travel Card Unit**

Dear Sir / Miss / Madam,

This is to certify that \*Mr. / Madam / Miss ……………………….……………., international passport no.

…………………… is the ……………………………………….……….. \*(position in Company) in

…………………………….…………………………………….…………. \*(Company name and address).

I confirm that the respective person named above has been authorized by \* the board of directors / sole proprietor / partners of the \*company / firm name to make application for the APEC card because (please write a reason)……………………………………………………………………………………………...

Company Official Rubber Stamp

# \*Signature of CEO / Managing Director / Director / Senior Manager / HR Manager

**\*Full Name of CEO / Managing Director / Director / Senior Manager / HRManager**

**\*Designation**

**\*To delete accordingly**