

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**