Your Full Name

Address Line 1

Address Line 2

Postcode City

State

*YourMatricNumber@uthm.edu.my*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean**

Faculty of Civil Engineering and Built Environment

Universiti Tun Hussein Onn Malaysia

86400 Parit Raja,

Batu Pahat, Johor Date: XX Month 20XX

Dear Sir,

**CONFIRMATION OF ATTENDANCE**

The above matter is referred.

2. I, \*Your Full Name\*, a \*first/second/third/final 🡨 choose one\*year student under \*Name Of Your Academic Advisor or Supervisor\* would like to request confirmation of my semester attendance for the purpose of visa renewal as required by the International Office. Below are my details:

* **Matric No. : ??**
* **Passport No. : ??**
* **Country : ??**
* **CPA : ??**

Thank you.

***“WITH WISDOM WE EXPLORE”***

Yours sincerely,

*\*Sign here\**

**YOUR FULL NAME**

Tel. No. : 01X-XXXXXXX

**EXAMPLE**

Abdiwahab Abdiwali

No 1, Jalan Melawar 2

Your Full Name

Your Current Address

Your Valid Email Address

Taman Melewar

86400 Parit Raja

Batu Pahat, Johor

*AF1600010@uthm.edu.my*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Information**(The person or company you are writing to)

Full Name

Complete Address

**Dean**

Faculty of Civil Engineering and Built Environment

Universiti Tun Hussein Onn Malaysia

86400 Parit Raja,

Batu Pahat, Johor Date: 18 May 2020

**Greeting**([Salutation Examples](https://www.thebalancecareers.com/business-letter-salutation-examples-2059704))

Dear Sir,

**CONFIRMATION OF ATTENDANCE**

The above matter is referred.

2. I, Abdiwahab Abdiwali Abdulkadir, a secondyear student under Prof. Madya Ts. Dr. Shahiron Bin Shahidan would like to request confirmation of my semester attendance for the purpose of visa renewal as required by the International Office. Below are my details:

* **Matric No. : AF100000**

**Your letter must consists of :**

* The reason.
* Details of your request
* **Passport No. : P00000000**
* **Country : Somalia**
* **CPA : 4.00**

Thank you.

***“WITH WISDOM WE EXPLORE”***

Yours sincerely,

**Signature**

Abdiwahab Abdiwali

**ABDIWAHAB ABDIWALI ABDULKADIR**

Tel : 010-1234567

**Contact Number**