

Date :

- *Principal's full name*

- *Passport no.*

- *Residential address-*

Director
Bahagian Khidmat Ekspatriat
Jabatan Imigresen Malaysia
Tingkat 3, Blok 2G4,
Persiaran Perdana Putra,
Pusat Pentadbiran Kerajaan Malaysia

Dear Sir/Madam,

REQUEST TO SHORTEN CURRENT PASS

With reference to the above subject, I, *<Principal's full name>* would like to request to shorten current pass(es) to *(state the date, maximum duration is 30 days ahead)>* for the purpose of *<state the reason>*.

Details of the applicant(s) as below;

- 1) Name :
Passport no :
Nationality :
Pass type : *Residence Pass-Talent/Dependant Pass/Long Term Visit Pass*
Pass expiry date:

<Please add/remove when necessary>

Your cooperation in this matter is highly appreciated.

Sincerely,

_____*<signature>*_____
<Principal's Full name>