

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>*