

CONTOH

Tarikh: 4 Oktober 2007

Pengurus
Kuala Lumpur Golf & Country Club
No. 10 Jalan 1/7 OD
Off Jalan Bukit Kiara
60000 Kuala Lumpur

(Attn: En. Azhar Abdul Kadir)

**PENERIMAAN MENJALANI LATIHAN PRAKTIK
DI KUALA LUMPUR GOLF & COUNTRY CLUB
SELAMA 8 MINGGU (24/12/2007 – 17/2/2007)**

Dengan segala hormatnya surat tuan bertarikh 26 September 2007 mengenai perkara di atas adalah dirujuk.

Saya, **Sivakumar A/L Balakrisnan- No. Matrik 122695** pelajar Bac. Sains Hortikultur, Fakulti Pertanian UPM, bersetuju menerima tawaran untuk menjalani latihan praktik di tempat tuan selama 8 minggu (24/12/2007 – 17/2/2007).

Sekian, terima kasih.

“BERILMU BERBAKTI”

Yang Benar,

.....
(**Sivakumar S/O Balakrisnan**)
No. Matrik 122695
Bac. Sc. Horticulture
Fakulti Pertanian
UPM.

EXAMPLE

Date: 1 October 2007

Manager
Kuala Lumpur Golf & Country Club
No. 10 Jalan 1/7 OD
Off Jalan Bukit Kiara
60000 Kuala Lumpur

(Attn: Mr. Azhar Abdul Kadir)

Sir,

APPLICATION FOR PRACTICAL TRAINING

With reference to your letter dated 26th September 2007, I am pleased to inform you that I will be taking your offer of practical training at your company as stated from 24 December 07 to 17 February 08 (8 weeks).

Thank you for your kindness.

“WITH KNOWLEDGE WE SERVE”

Your sincerely,

.....
(Sivakumar S/O Balakrisnan)
No. Matrik 122695
Bac. Sc. Horticulture
Faculty of Agriculture
UPM.