**EMAIL TEMPLATE FOR SUPPORT LETTER**

**From :**

**To :**

**CC :**

**Subject :** Request for Support Letter

|  |  |  |
| --- | --- | --- |
| **No** | **Details** | **Information** |
| 1 | Name of the company |  |
| 2 | Nature of business |  |
| 3 | Justifications on the need to enter the country |  |
| 4 | Relevant supporting documents |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Expatriate’s information** | | | | | | |
| Application Number | Name | Passport Number | Nationality | Passport expiry date | Position | Current active pass  (if applicable) |
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