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(Full name & permanent address)

Date :

Sponsorship & Welfare Unit,
Student Support Services Department,
Universiti Teknologi PETRONAS,

Dear Sir,

GRADUATION BEFORE SPONSORSHIP CONTRACT EXPIRED

Above subject is referred.

Name :
Matric No :
IC / Passport No :
Program :
Sponsor :
Graduation date :
Sponsorship expired:

Forward for your information and action.

Thank you.

Yours sincerely,

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Name :
HP no: