

To:  
Mr Leong Kam Soon  
Chief Financial Officer  
Stamford College PJ Sdn Bhd

Dear Sir,

I wish to attend the CITC at SCPJ Jalan Barat on Saturdays 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup> April 2010, and on 15<sup>th</sup> May 2010 from 9am to 1pm and from 2pm to 6pm and would like to have my course fee of RM160.00\* (for SC full-time staff) to be deducted from my salary for March 2010 OR RM480.00\* (for SC part-time/expatriate staff) to be deducted in three monthly instalments of RM160.00 each beginning in March 2010 (\*please delete accordingly).

Thank you.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Dated)

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(NRIC/Passport No.)

\_\_\_\_\_  
(Name of School/Dept)