

SAMPLE LETTER FOR CONFIRMATION OF DELEGATES ON COMPANY LETTERHEAD

Date:

The Honorary Secretary General
Malaysian Association of Tour And Travel Agents (MATTA)
Wisma MATTA
No 6 Jalan Metro Pudu 2
Fraser Business Park
Kuala Lumpur

Dear Sir

CONFIRMATION OF DELEGATES

With reference to the above, we hereby confirm that our Official and Alternate Delegate will be as follows:

Official Delegate: (Name as per IC / Passport)

IC / Passport No:

Position:

Tel No:

Email Address:

Alternate Delegate: (Name as per IC / Passport)

IC / Passport No:

Position:

Tel No:

Email Address:

Thank You.

Sincerely,

(Name:)
Director

COMPANY LETTERHEAD

ACCOUNT BANK DETAILS

Dear Sir / Madam,

Please verify below as per company's Director details/information: -

Name of Company :

Company Registration No:

Name of Bank :

Branch :

Bank Address :

Postcode :

City :

State :

Area :

Account No :

It is acknowledged that the following names have been authorized by the company to sign cheques for the above account.

No	Details	Signature
1.	Director Name: NRIC:	
2.	Director Name: NRIC:	

Verified by: _____

Name:

Bank stamp: