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
55100 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