

**PUSAT LATIHAN MENGAJAR DAN INDUSTRI (PULAMI)**

Ref No : UPSI/PLMI/LI/478  
Date : .....

**To whom it may concern**

Dear Sir / Madam,

**INDUSTRIAL TRAINING VISIT BY ACADEMIC SUPERVISOR**

The above is respectfully referred to.

2. As you were informed, our students as per the information below is undergoing industrial training in your organisation.

**STUDENT'S NAME** : \_\_\_\_\_  
**MATRIC NO.** : \_\_\_\_\_  
**PROGRAMME OF STUDY** : \_\_\_\_\_

3. In conjunction with that, the academic supervisor will conduct a supervisory visit to your organisation to monitor the student's progress of the industrial training. The details of visit is as follows:

**NAME OF ACADEMIC SUPERVISOR** : \_\_\_\_\_  
**DATE AND TIME OF VISIT** : \_\_\_\_\_

4. Kindly inform us if the scheduled visit time mentioned above needs to be adjusted. Your cooperation in supporting this industrial training program is greatly appreciated.

Thank you.

**"MALAYSIA MADANI"  
"BERKHIDMAT UNTUK NEGARA"  
"PENERAJU KEBITARAAN PENDIDIKAN"**

YBHG PROFESOR MADYA DR. ASHARDI BIN ABAS  
Director  
Pusat Latihan Mengajar dan Industri

(This letter is a computer printout and does not require a signature)