School letterhead

20 May 2023

EMBASSY OF JAPAN IN MALAYSIA  
11, Persiaran Stonor,  
50450 Kuala Lumpur

Dear Sir/ Madam,

SUPPLEMENTARY EXPLANATION ON PASSPORT RENEWAL

This is to certify that the students listed below need to renew their passports before November 2023 as their passports must be valid for another 12 months to renew their student visas and the accompany guadian visa which will expire soon on 1 November 2023.

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| --- | --- | --- |
| Student name | Passport number | Passport Expiry date |
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|  |  |  |
|  |  |  |

Your kind consideration and great help are much appreciated.  
Thank you.

Sincerely,

Signature:

Name:

Department: