

Industrial Linkages Department  
International Islamic College,  
No 1, Jalan 31/10 A,  
Taman Batu Muda,  
68100 Kuala Lumpur

(att: Madam Suryanti bt Mamat)

Madam,

**PRACTICAL TRAINING – REPORT FOR DUTY**

The student assigned for practical training in our organization has reported for duty as follows:

NAME : \_\_\_\_\_  
MATRIC NO : \_\_\_\_\_  
DATE REPORTED FOR DUTY : \_\_\_\_\_  
SEMESTER/YEAR : \_\_\_\_\_

Thank you.

Yours sincerely,

.....  
Name of supervisor:  
Company Address:  
Phone No (office):  
Phone No (h/p):

Company/Department/Division's stamp: